

Charge Card and Works Reconciliation Checklist

This checklist serves as reconciliation guidelines for the SPCC and UMW Finance Card programs. SPCC and UMW Finance Card have different deadlines and requirements based on funding source. For more information, visit the [SPCC Policies and Procedures](#) or [UMW Finance Card](#) websites.

Payment Card File Checklist- SPCC Card

A Payment Card File holds all information related to the current cycle's purchases and includes all SPCC documentation. The file must be shared with the cardholder manager, Procurement Services or those in the audit function upon request.

Receipts Packet-UMW Finance Card

A Receipts Packet holds all information related to the current purchases and includes all card backup documentation. The packet is usually one or two weeks of materials and is sent to the UMW Finance Card Administrator.

Verify Works transactions are valid state expenses in accordance with internal and external procurement rules. This would include verification of/that:

- ✓ Proper vendor selection. Proper selection requires the vendor to be on contract, a mandatory source, be a certified SWaM vendor or classified as an Independent Contractor.
- ✓ Documentation of small vendor quote, waivers or sole source justification for vendor exceptions.
- ✓ Prepay dates are entered in Works for applicable purchases. Prepay requirements are listed on the Accounts Payable website.
- ✓ Receipts and transactions do not include sales tax. Seek reimbursement from vendor or reimburse UMW at the Cashiers Office in Lee Hall.
- ✓ Current billing cycle transactions are fully approved (or comments noting issue) by both cardholder and cardholder approver. Flagged transactions are resolved and flag removed, if appropriate.
- ✓ Fixed Asset description is included on the Comments section in Works. Description includes PO number, Serial Number, Model Number, Assigned Owner, Location of Good, ETF number, if applicable, and date received.
- ✓ Correct transaction postings on the Cardholder Billing Statement. Verification would include validation of expense, review of receipt to transaction, noted credits and receipts, and proper FOAP allocation.
- ✓ Review the placement of multiple orders to the same vendor that can be interpreted as order splitting. Contact Procurement Services for questionable purchases.
- ✓ Notation of eVA order number on file documentation. Use of comments in WORKS when required by GL coding. Refer to Small Purchase Procedures on Procurement website for eVA and SWaM requirements.

REMINDER:

- Small vendor quotes must include the name of the person or web site from which you received the quote, the date, and the reason you did not purchase from the small vendor. This includes non-responsive requests (vendor has not responded within 24-48 hours).
- For SPCC users, three years of your most recent Payment Card File must be available for internal or external audit or public review.
- If issues are discovered during the file review, resolve as quickly as possible. Contact Procurement or Accounts Payable for assistance.
- A receipt or proof of payment to show items purchased should agree to the WORKS posted amount and include at minimum the following information: items purchased, itemized amounts of the purchase, vendor name, payment date, and confirmation of the charge to the payment charge card.