

Part A – Cardholder Responsibilities

1. Manage Procard Receipts

Each District Procurement Cardholder (or their assigned contact person) is responsible for managing their authorized monthly procard purchase receipts as follows:

- Obtain receipts/invoices (itemized whenever possible) for all authorized procard purchases.
- Note the purpose of the charge on each receipt. Additional information is required for the following purchases:
 - Restaurant receipts should indicate the reason for the get-together and the names of the guests.
 - When purchased for a meeting, food receipts should include the purpose of the meeting and a list of attendees.
 - Conference expense receipts should include the event's title, location, and date(s) of attendance. A "Statement of Conference Expense" form must be submitted for all reimbursable conference expenditures (even if there is a zero balance due) and should include procurement card purchases. See [District Rules and Regulations 8.55](#) and [AP 8.55.1](#) for the District's conference and travel policy and procedure.
- If the procard charge is Grant related and your Campus Business Office requires it, you must include a signed *Pre-Authorization Form* with your receipts.

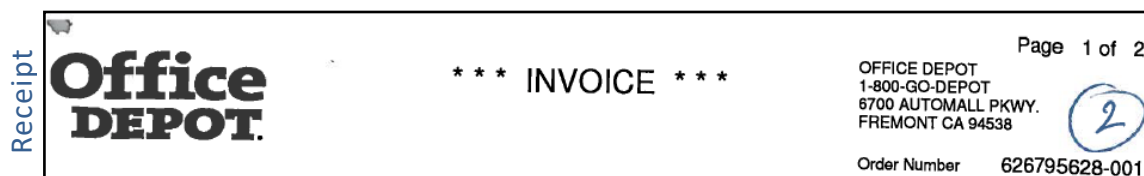
2. Reconcile Monthly Statement

- Reconcile procard receipts/invoices monthly with your bank statement and C-document.
- Write the C-document number on the bank statement (e.g. C1300100).
- Assemble your receipts/invoices according to the order listed on the bank statement.

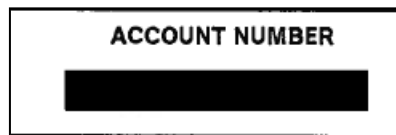
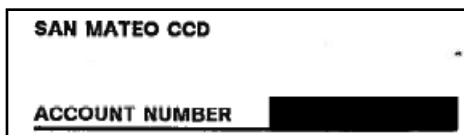
- Assign a number next to each item on the statement and write that number in the upper right corner of the corresponding receipt/invoice.

Procard Statement

NEW ACCOUNT ACTIVITY					
POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT
10-01	09-28	OFFICE DEPOT 1135 800-463-3768 CA PUR ID: 626795853001 TAX: 5.87	24445742273000222377137	5965	74.93 -1
10-01	09-28	OFFICE DEPOT 1135 800-463-3768 CA PUR ID: 626795628001 TAX: 14.62	24445742273000222377210	5965	186.67 -2
10-05	10-03	OFFICE DEPOT 1135 800-463-3768 CA PUR ID: 627380399001 TAX: 21.16	24445742278100254164125	5965	270.13 -3
10-08	10-04	OFFICE DEPOT 1135 800-463-3768 CA PUR ID: 627657035001 TAX: 4.27	24445742279100267745612	5965	54.54 -4
10-08	10-05	OFFICE DEPOT 1135 800-463-3768 CA PUR ID: 627788257001 TAX: 4.31	24445742280200075464179	5965	54.96 -5
10-12	10-10	OFFICE DEPOT 1135 800-463-3768 CA PUR ID: 628269793001 TAX: 8.81	24445742285100250431826	5965	112.40 -6



- Block out your procurement card account number on your statement (it appears in two locations).



3. Scan Procard Documents

- The procard document packet for the month should be assembled using the Bank Statement as the cover page, followed by the C-Document JV, and the receipts/invoices as supporting documents (see the sample provided).
- Scan the packet as a PDF file¹, name the file using the C-number and statement month (e.g. C1300850 – November), and Save it in your Procard Level Audit Intranet folder.

¹ Packet should be scanned in black and white format only (not color) to avoid file size issues.

Part B – Manager/Approver Responsibilities

1. Review the procard packet for all procard users under your supervision.
2. Approve the procard documents with either a *wet* signature (before the packet is scanned) or via the digital process to “Sign & Certify” the procard statement (cover sheet of the PDF packet).

SAN MATEO CCD	
C1300639	ACCOUNT NUMBER [REDACTED]
	STATEMENT DATE 10-25-12
	TOTAL ACTIVITY \$ 1,345.11
"MEMO STATEMENT ONLY" DO NOT REMIT PAYMENT	
Nancy Witte	
<small>Digitally signed by Nancy Witte DN: cn=Nancy Witte, o=General Service, ou, email=witte@smccd.edu, c=US Date: 2012.12.14 10:00:53 -0800'</small>	

Part C – College Business Officer/Other Authorized Personnel² Responsibilities

1. Open PDF procard receipt packets under your review and upload and index each approved PDF document into WebXtender.

NOTE: Reference “**WebXtender Applications for C-Documents**” for step-by-step instructions on uploading, indexing or retrieving documents in WebXtender.

² Designated SMCCCD personnel with authorization to process procard documents in WebXtender.

Procard Backup Timetable:

