

STATEMENT AND PAYMENT PROCESSING

Bank One will mail a statement for each cardholder to the departments for reconciliation. The department is responsible to maintaining all receipts associated with use of the purchasing card for reconciliation purposes.

Bank One will mail one summary billing to the University, listing all transactions during the period by cardholder. Accounts Payable will pay the summary billing in full and will charge the default account set for each card.

Upon receipt of the credit card statement, the cardholder/departmental personnel will reconcile the Purchasing Card Internal Transaction Log. Each item on the statement must match the transaction, per the log. The transaction date shall be entered for each item posted. If one person reconciles the entire log, they shall indicate "reconciled by (their name)" on the log. If more than one person is reconciling the log, line item transactions shall be individually initialed.

All discrepancies identified shall be promptly investigated with documentation of action taken recorded as an attachment to the log. It is the cardholders/department responsibility to resolve all discrepancies.

Procedures for submitting documentation to Accounts Payable for payment

- **Default Account = State (Account starts with a 1)**

On-Line Users

The Texas Government Code requires the Financial Services to audit all vouchers before they are submitted to the State Comptroller's office for payment.

For this reason all purchasing card state accounts will require the department to create an E# and write the E# on the Internal Transaction Log. Enter an E # on screen 235 made payable to Bank One using vendor number 13608998250. You will need to put Texas A&M Commerce's I.D. 3751751751F in the reimburse id field on screen 235. Only one line item is needed for the entire statement and should be coded 6250. Description should be Pro Card Charges for (month of purchases).

After preparation the Internal Transaction Log attached supporting documentation. Supporting documentation will include the reconciled Purchasing Card Internal Order Transaction Log with all corresponding receipts and the Bank One Statement.

Please forward the reconciled Internal Order Transaction Log with all corresponding receipts to Financial Services, Accounts Payable, Attn: Lee Riddle.

- **Default Account = Local (All Accounts that do not start with 1)**

Local accounts do not need to prepare and E#. Please forward the reconciled Internal Order Transaction Log with all corresponding receipts to Financial Services, Accounts Payable, Attn: Lee Riddle. The payment will automatically be charged to your account through the process of an interdepartmental transfer.

- *The Internal Transaction Log and supporting documentation is required to be sent within 8 days of receiving the Bank One statement.*