

Liasion's responsibilities

The reconciliation process must be completed by the published deadline (usually the 10th of the month). No changes can be made to account numbers after that date. Any adjustments require a manual journal entry by Financial Services. This will only be done upon a request from the Department Head.

- Organize the receipts in the same order as they are listed on the purchasing card statement and attach them to the statement.
- Ensure that there are invoices or receipts for all charges. If not, ask the cardholder to obtain missing receipts.
- Ensure that explanations for charges, account numbers, and travel information are written on receipts as necessary. (<http://citadel.edu/fins/travelforms.htm>)
- Determine if sales tax indicators need to be changed to "no" on PCS because an item was purchased from an out-of-state vendor and no SC sales tax was charged. (<http://citadel.edu/fins/purchsaletax.htm>)
- On the PCS system, make any changes necessary with respect to account numbers and object codes, sales tax indicators, and travel information.
- Complete and sign monthly purchasing card certification (<http://www.citadel.edu/fins/monthlypurchasingcardcertification.pdf>). Obtain signatures of all cardholders and department head.
- Receipts, invoices and purchasing card statements should be retained for a period of three years.
- We recommend maintaining folders by fiscal year (July-June). The folder should contain the monthly statements with all receipts and invoices attached as back up.