

Chrome River SPCC Supervisor Checklist

This checklist is a summary of items to aid in review of the SPCC monthly expense report. Please see the Small Purchase Charge Card procedures for an all-inclusive listing of cardholder and supervisor requirements.

Deadline: Reconciliation/Expense Report is reviewed, approved, and submitted to Accounting Services by 25th of the month following the statement date.

As a supervisor you are certifying that:

- No sales tax was charged on any transaction (exceptions for lodging are permitted)
 - If there was tax charged, contact the cardholder and instruct that a credit from the vendor be required immediately. Ensure a notification to this effect is included in the expense report.
- Itemized receipts for each transaction are attached
- Vendor name on receipt matches Vendor name as fed by Bank of America
- Business purpose statements document the reasonableness and necessity of items purchased to support the university's mission and vision
- Each transaction is valid, economical, and that it complies with State and University policies and procedures
- As required, an eVA PO or Chrome River preapproval is referenced
- The proper Fund, Organization, and Account code were assigned to each transaction
- Any outstanding issues from the prior month have been resolved
- Grand total on Bank of America statement agrees to total Chrome River Expense Report
- Any known issue that is not resolved by submission date has attached documentation explaining
- There are no split transactions to bypass cardholder spend authority
- Expense report is within budget

As a reminder:

- If there are issues with any of the above requirements, contact the cardholder to resolve immediately
- Document any outstanding issues for your files and also attach to expense report
- All outstanding issues should be resolved no later than the next expense report due date