

# PROCUREMENT CARD AUDIT RECONCILIATION

Reconciliation Month:

Cardholder Name:

Employee ID:

Department:

Room:

Campus:

Extension:

**This document certifies that you, as the cardholder, are in compliance with all Procurement Card policies and procedures for the above reconciliation period. Such compliance pertains, but is not limited, to the following key concepts:**

- Cardholders are responsible for following Payment Card Industry Data Security Standards (PCI-DSS). - Please see Procurement Card Policy and Procedure Manual for more details.
- Transactions made with a ProCard have ONLY been processed by the person to whom the card was issued.
- All transactions have been reviewed and allocated to the proper Accounting Unit and Account.
- A description and business purpose has been noted in ActivePay for each transaction.
- Notes on hosted events or entertainment expenses list the names of all individuals present, their affiliation with Loyola and the business purpose.
- Sales tax has NOT been charged or reimbursement has been requested for sales tax charged in error.
- While traveling on behalf of the University, I did NOT exceed the specified meal Per Diem rates. *(Please note: any amount over the Per Diem rate is considered contrary to policy and must be refunded to the University.)*
- All expenses have a legitimate business purpose and are in compliance with the University's *Travel and Business Expense Policy*.
- No personal expenses have been charged to the ProCard.
- Support (receipts, invoices and/or confirmation documentation) is present for each transaction and is attached to my ProCard Statement in an organized fashion.
- Copies of my statement and all supporting documentation have been retained for my records.

Cardholder Signature:

Date: