## Part A – Cardholder Responsibilities
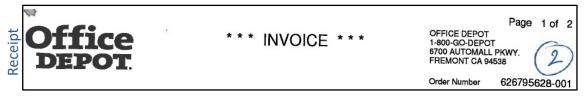
1.  Manage Procard Receipts

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

    -   Obtain *itemized* receipts/invoices for all authorized procard purchases.

    -   Indicate the purpose of the charge on each receipt. Additional information is required for the following purchases:

        o   **Restaurant receipts** should indicate the *reason for the get-together, the names of the guests, and the agenda/calendar invite/flyer of the event.*

        o   **Conference expense receipts** should include the *event's title, location, and date(s) of attendance.*

            ▪   Excluding meals, per AP 8.55.1 Item #4 Section A, Domestic Conference and Travel Expenses

    -   If you have an approved procard exemption, you must include a signed *Exception Request 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 along with the description of the purchase.
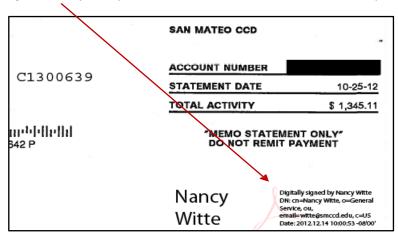


3.  Scan Procard Documents

    -   The procard document packet for the month should be assembled using the Bank Statement as the cover page, followed by the C-Doc JV, and the receipts/invoices as supporting documents (see the sample provided).

    -   Scan the packet as a PDF file, name the file using the C-number and statement month/year (e.g. C1300850 – November 2013), and Save it in your AppServ1 CIAG folder.

## 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).
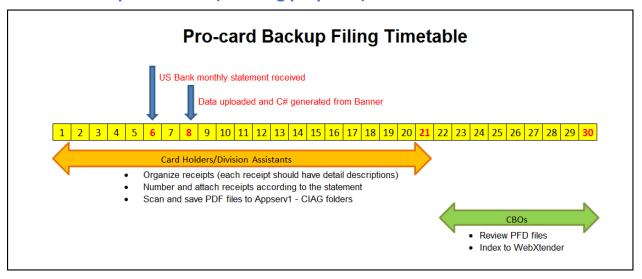


## Part C – College Business Officer/Other Authorized Personnel[1] Responsibilities

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

   NOTE:  Reference **Procard Indexing to WebXtender** for step-by-step instructions on uploading, indexing, or retrieving documents in WebXtender.

## Procard Backup Timetable (for filing purposes):



*NOTE: Reallocation to an alternate accounting code is permitted once the transaction has been posted in USBank. Cardholders may complete reallocations up until the last Friday of each month, as the USBank statement cycle typically ends on or around the 25th of each month.*

---

[1] Designated SMCCCD personnel with authorization to process procard documents in WebXtender.