

**AD: FIN APPENDIX B
PURCHASING CARD RECONCILIATION**

Full backup for all transactions must be attached to each month's statement.

The backup must indicate **what was purchased**. Credit card flimsies which often do not indicate what was purchased, are not acceptable.

Appropriate documentation shall include: Supplier's Name, Description of goods and/or services provided, GST Registration number, Tax break down and Total amount owing.

The chart below is further information regarding certain types of use that require specific backup or other information and authorizations:

| | |
|---|--|
| Hotels | Must have the original hotel check out statement |
| Meals | Must indicate if you are paying for anyone other than yourself please indicate who |
| Online Purchases | Must have A screen print indicating exactly what was purchased - product or subscription description. |
| Professional Development expenses and registrations | Must indicate who the professional development is for and indicate prior approval date. |
| Credits | Must have a copy of a credit note or a memo at least identifying what the credit was for (the original invoice # and item returned) |

The **deadline of two weeks** from the date you receive your statement is intended to facilitate timely coding of expenses to the library's general ledger. All statements for a given month must be posted to the accounting system to facilitate manual matching with the payment to the credit card company.

