

## MSUM Purchasing Card reconciliation

Temporary Process

### Cardholders

1. Reallocate and approve your transactions online within the cycle deadlines.
  - a. If there are expenses directly related to COVID-19, please include “**COVID-19**” in the description of your transaction. If only a part of the expense is related, please notate that.

Accounting Code - Segment Name (Length)		
COST CENTER (6)	OBJECT CODE (4)	COMMENTS (50)
215010 *	1760 *	COVID-19- Vehicle title *

2. Send an email to your Approval Manager with the following information:
  - a. Subject line of email should read: last name-first name and billing cycle
    - i. ex. Fraase Alison March 2020
  - b. **Copy and paste this statement** into your email:
    - i. This email indicates my approval for all charges during this cycle.
  - c. Attachments
    - i. Account Activity statement
      1. Save as a PDF to attach to the email
      2. Keep this statement separate from receipts and other attachments
      3. This does not need to have a physical signature on it.
    - ii. Receipts
      1. You can scan multiple receipts at a time (review to make sure they are legible).
      2. If using your phone to take a picture, make sure that the file is saved as a JPEG or PDF
    - iii. Additional documentation (ex. Travel Authorization, Special Expense form, etc.)

Subject	Fraase Alison March 2020	
Attached	Statement.pdf 8 KB	Receipts.pdf 8 KB
This email indicates my approval for all charges during this cycle.		
<b>Alison Fraase</b> Office Administrative Specialist Senior		

3. Please keep the original documents as Business Services may need those at a later date.

### Approval Managers

1. Once you receive an email from your cardholder(s), use their attached information to approve their transactions online within the cycle deadlines included in the monthly notification email.
  - a. Make sure that all receipts and documentation are included.
  - b. Return to cardholder if they are missing receipts or documentation.
2. Forward email, with all attachments, to Ginger Kallander at [kalland@mnstate.edu](mailto:kalland@mnstate.edu) with the following information:
  - a. Email’s subject line: last name-first name and billing cycle
    - i. ex. Fraase Alison March 2020
  - b. **Copy and paste this statement** in your email:
    - i. This email indicates my approval for all charges placed by the cardholder for this cycle.

You may still submit paper copies via mail if cardholder and approval manager signatures are obtained.