Monthly Documentation Submission

Due the 2\textsuperscript{nd} Friday of each month

Cover Sheet
Available at luc.edu/finance/procard.shtml

Monthly Statement
See Appendix G for printing instructions

Please email your monthly documentation submission (one file per user per month) to ProCard-Admin@luc.edu
Reconciliation Month: **Month of Submission** (by calendar month, not billing cycle)

Cardholder Name: ___________________________ Employee ID: ______

Department: ___________________________ Extension: ______

Campus: ___________ Building: ___________ Room: ______

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: X signature Date: ________________

**SIGNED COVER SHEET REQUIRED FOR EVERY MONTHLY SUBMISSION**
INCORRECT STATEMENT FOR SUBMISSION
<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Posting Date</th>
<th>Merchant Name</th>
<th>Transaction Amount</th>
<th>Sales Tax</th>
<th>Accounting Unit</th>
<th>Account Code</th>
<th>Note</th>
</tr>
</thead>
<tbody>
<tr>
<td>MARTIN</td>
<td>RIVERA JR</td>
<td>10/3/2013</td>
<td>DIRECT PROMOTIONALS</td>
<td>610.00</td>
<td>0.00</td>
<td>100808</td>
<td>6201</td>
<td>magnets for Payroll (disbursement event)</td>
</tr>
<tr>
<td>MARTIN</td>
<td>RIVERA JR</td>
<td>10/23/2013</td>
<td>AMERICAN PAYROLL ASSOCIAT</td>
<td>495.00</td>
<td>0.00</td>
<td>100800</td>
<td>6310</td>
<td>enrollment fee for Payroll seminar (au transfer to 100800-6310 via email from M.R. PCA on 11/06/13@12:02pm----M.R. PCA)</td>
</tr>
<tr>
<td>MARTIN</td>
<td>RIVERA JR</td>
<td>10/23/2013</td>
<td>AMERICAN PAYROLL ASSOCIAT</td>
<td>415.00</td>
<td>0.00</td>
<td>100800</td>
<td>6310</td>
<td>enrollment fee for Payroll seminar (au transfer to 100800-6310 via email from M.R. PCA on 11/06/13@12:02pm----M.R. PCA)</td>
</tr>
<tr>
<td>MARTIN</td>
<td>RIVERA JR</td>
<td>10/24/2013</td>
<td>PARKING GARAGE</td>
<td>5.00</td>
<td>0.00</td>
<td>100808</td>
<td>6300</td>
<td>parking at Maywood for P Card Training</td>
</tr>
<tr>
<td>MARTIN</td>
<td>RIVERA JR</td>
<td>10/25/2013</td>
<td>ZIPCAR INC.</td>
<td>55.60</td>
<td>0.00</td>
<td>100808</td>
<td>6310</td>
<td>fee for late car return (zipcar) during Maywood P card training</td>
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<tr>
<td>MARTIN</td>
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<td>10/25/2013</td>
<td>ZIPCAR INC.</td>
<td>16.80</td>
<td>0.00</td>
<td>100808</td>
<td>6310</td>
<td>Maywood P Card training</td>
</tr>
<tr>
<td>MARTIN</td>
<td>RIVERA JR</td>
<td>10/28/2013</td>
<td>MRS PRINDABLES</td>
<td>467.00</td>
<td>0.00</td>
<td>100808</td>
<td>6310</td>
<td>taffy apples for payroll (disbursement event)</td>
</tr>
</tbody>
</table>

**CORRECT STATEMENT FOR SUBMISSION**
**EXAMPLES OF CORRECT P-CARD RECEIPTS:**

**MEALS**

1. Both **itemized** and **payment** receipt for sit down meals/restaurant purchases

2. List of attendee(s) for entertainment dinner/meals: either written on receipt OR PNC ActivePay 'note' section.
1. Documentation must contain the travel information:
   a. Passenger Name
   b. Travel Date
   c. Destination/Origin
   d. Class (e.g. Economy)
   e. Total Amount
1. Itemized receipt required per IRS Regulation [Section 1.274-5T(2)(iii)(B)]

2. If lodging was booked with 3rd party vendor (Orbitz, Expedia, etc.) than no itemized receipt will be provided by hotel.

PLEASE NOTE: Check-out documentation is required for submission on 3rd party lodging purchases (example 2).
For PCI compliance, cardholders must remove ALL sensitive card data from receipts prior to submitting:

**Sensitive Card Data**

1. Full Card Number (Last four digits are OK)
2. 3-digit CVV/CVC codes
3. Expiration Date