

The P-Card Site Administrator is responsible for the following:

- Following the Force Post schedule (posted on the Purchasing website) including Purchasing Card Admin email sent monthly
- Apply appropriate funding to transactions on PeopleSoft Reconcile Statement page
- Initiate budget amendments if additional funding is required
- Approve all transactions in PeopleSoft
 - Transactions that have not been funded or approved by the force post date will be force posted to the default account. A monthly Transaction Statement and Force Post Report will be **emailed** to each Site Admin after close of month.
- Collect cardholder Month-end reconciliation packages (Cardholder End of Cycle Checklist, Monthly Bank of America Statement, and all required backup documentation)
- Print PeopleSoft Monthly P-Card Statement (received via e-mail)
 - Verify total agrees with individual monthly bank statements
 - Check each funding strip for accuracy
 - Approve report by initialing
- Review Force Post Report & request journal entries if required
- Submit Month End Reconciliation Package for each P-Cardholder to Principal/Director for signature
- Scan each P-Card package and submit through Liquid Office (2343) no later than the 20th of the following month (Reminder - Do not forget to click “SUBMIT” button)

Required documents for P-Card Reconciliation Package

- End of Cycle checklist Omni form 2095. Bank does not send statements when there has been no activity, this form will document the “no activity” please check this box

THE SCHOOL DISTRICT OF PALM BEACH COUNTY
Purchasing Card End-of-Cycle Checklist
CARDHOLDER (*Mandatory*)
For the Month of _____, Year _____
Name _____ Date _____
 No Activity Cardholder Date _____

- Bank Statement must be signed by the cardholder and Principal/Director
- Monthly PeopleSoft Transaction Statement initialed by Site Admin verifying funding is correct
- Force Post report
- Receipt for each transaction listed on the Bank of America statement
Receipt must have the *quantity, cost* and *description* of items purchased. Total on receipt **must** match total amount on statement. Receipts must be initialed by cardholder acknowledging receipt of goods.
- If traveling, TDE’s and all required documentation must also be included in the P-Card reconciliation packet. If it is field trip, a copy of the field trip form and roster of all students is required along with TDE’s for chaperones.
- Complete Liquid Office web form 2343 for ***each*** cardholder’s Monthly Reconciliation and attach the documents.