

Purchasing Procedures for Reconciling of Credit Card Purchases

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- 1) On a weekly basis (Based on Wednesday to Wednesday) each Blue Card holder will print their Purchase List from BFS.
- 2) The Purchase List will then be turned into Bolan Li every Friday by hard copy and email copy.
- 3) The Purchasing Department will provide the Order Number, Accounting Code, Fund Number, and Speedtype on the Purchase List (See Example Below).

Note: Funding information will also be provided for orders that are requested to be split between multiple funds in the Notes column

Card Holder: Robert Magtibay Date: 05/28/15

Billing Date	Trans Date	Merchant	Clear Date	Transaction Amount	Order#	Account Code	Fund Number	SpeedType	Status	No Tax	Notes
5/14/2015	5/14/2015	ABLE AEROSPACE ADHESIV	6/2/2015	294.39	4623	55016	27174	JB91CONFUV			

- 4) The following Friday the Purchasing Department will turn in the complete package (including Approval, Packing Slip, and Invoice) for each order from the previous week's Purchase List (if possible). Note: If tax is excluded the card holder will check the NO TAX box. The complete packet for the order will be then turned in, once NO TAX is determined.
- 5) Only orders that are highlighted in yellow on the Purchase List will determine what complete packages are turned in
- 6) The Purchasing Department will also collect and distribute the Invoices and Packing Slips to the individual Card Holder.