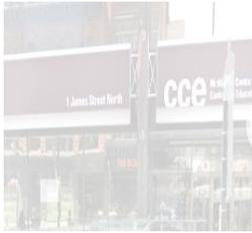




## PCard Reconciliations - UPDATE

*Note if you do not reconcile your PCard please forward to your Financial Team*



Completed PCard reconciliation packages can be **dropped off** at:  
**Mail Services** located at Campus Services Building between 7:45 am to 3:15pm. AP continues to receive mail delivery at OJN-320.  
**OJN** – One James Street North (Jackson Square) at the Security desk. You can park underground (enter from King St., East Lot/Blue section, elevator located between poles 29 and 30), first 10 minutes are **free**, take the elevator to the 1<sup>st</sup> floor and the Security office is to the right. Place the packages in the box between 9:00am to 4:30pm.

To reduce/eliminate the cumbersome effort of reconciling PCard transactions, we encourage McMaster purchasers to use MacBuy wherever possible, especially at this time when we are working remotely. To learn more about McMaster’s e-marketplace, preferred suppliers and more, [click here](#). Questions? Please contact [macbuyhelp@mcmaster.ca](mailto:macbuyhelp@mcmaster.ca)



**NEW** AP is **now accepting** scanned PCard Reconciliation packages providing the **following criteria** is met:

1. Fully approved reconciliations – email approvals are acceptable.
2. Scanned package consists of
  - a. First page: Printed reconciliation summary from Mosaic, transaction match BMO PCard statement
  - b. Second page: BMO monthly statement from Spend Dynamics
  - c. **Legible, Upright Receipts** in the same order as transaction appears on reconciliation summary

*Tip: numbering would be helpful and blank pages removed*
3. Only one-month scanned package per email with attachment titled:
  - a. **Last Name, First Initial MTH/YR**
4. Originals are still required for filing and audit purposes. When you return to your office, please forward to Accounts Payable with the following notation:  
**“Originals, Scan Forwarded on <date emailed>.”**
5. Email scanned PCard reconciliation summary to: [cr\\_pcard@mcmaster.ca](mailto:cr_pcard@mcmaster.ca)



*Please note once work resumes at our campus and off-site locations, scanned copies will no longer be accepted. Once approved, original hardcopy reconciliation packages can be mailed directly to Accounts Payable, OJN-320.*

**Please contact Kathryn Wright should you have any questions [kwright@mcmaster.ca](mailto:kwright@mcmaster.ca)**