



PCard Reconciliations – NEW UPDATE

March 10, 2021

Please forward to your finance department if you do not do your own PCard reconciliations

The Preferred method for submitting PCard Reconciliations is scanned copies. The scanned copy will be treated as the original and maintained for audit purposes. Ensure you follow the format and criteria below.



All previously submitted scan copies of PCard Reconciliations the hardcopy originals do **NOT** need to be sent to AP.

Submit scan PCard Reconciliations with the following format and criteria:

1. Fully approved reconciliations –acceptable approvals include original signature, electronic signature, or email approval **inserted after PCard Summary Page within the document**
2. Scanned package consists of
 - a. **First page**: Printed PCard reconciliation summary page 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 PDF file document attachment titled: **Last Name, First Initial MTH YEAR**
4. Email scanned PCard reconciliation summary to: cr_pcard@mcmaster.ca



Please note if the above criteria are not met the package will be returned for revision.



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

Please contact Kathryn Wright should you have any questions regarding your PCard kwright@mcmaster.ca

Fiscal year-end April 30, 2021 information is listed below:

Friday, April 16, 2021

Accounts Payable Pcard transaction information (e.g. chart field, VAT) for Pcard charges up to & including March 2021 entered in Pcard module & approved reconciliation package received in Accounts Payable to facilitate posting of actuals to fiscal 2021.

Friday, April 20, 2021

Non-PO Vouchers for foreign currency payments entered & approved by all approvers (except A/P) with an accounting date of April 30th or earlier

Wednesday, May 5, 2021

- 1) Purchase Order invoices related to goods & services received/completed/in transit by April 30th emailed to Karen Campbell at campbel@mcmaster.ca
- 2) Pcard transaction information (e.g. chart field, VAT) for Pcard charges up to & including April 2021 entered and verified in the Pcard module to facilitate accrual entry by Accounts Payable
- 3) Expense reports for travel prior to April 30th submitted & approved by ALL approvers (except A/P)
- 4) Non-P.O. Vouchers submitted and approved by all approvers (except A/P) with an accounting date of April 30th or earlier for goods & services received/completed/in transit by April 30th.

Please contact Sharon Patry at patrys@mcmaster.ca for any Accounts Payable inquiries.

Please contact Karen Campbell at campbel@mcmaster.ca for Purchase Order payment inquiries.