

APPROVING OFFICIAL RECONCILIATION CHECKLIST

(May 2013)

- ✓ Has the CH completed all entries in the Bank's online system IAW the SOP? If not, have you contacted the CH to notify them of the proper procedures and have them correct the errors or correct the errors yourself?
- ✓ Has the CH matched transactions between the original receipt and the CH Statement of Account (SOA)-Portrait?
- ✓ Has the CH sign the SOA-Portrait certifying that the charges are valid?
- ✓ Was sales tax charged on purchases and if so, has the CH requested credit from the vendor?
- ✓ Was any purchase split to circumvent purchase limits (multiple purchases within a short period of time)?
- ✓ Have accountable items been documented and reported to the appropriate local property control officer?
- ✓ Has an original sales receipt/invoice been attached for each purchase or a NAF Purchase Card Missing Receipt Documentation Form?
- ✓ Has each receipt been signed by a Receiving Agent (RA) with a legible printed name, date and signature?
- ✓ Have any shortages/erroneous items or services been reported to the merchant for a credit?
- ✓ Have any unrecognized charges on the CH's account been reported to the vendor and satisfactorily resolved (e.g. a vendor credit promised)? Were unrecognized charges reported to the Bank's fraud department if unresolved?
- ✓ Has the CH followed up with the vendor for items/services ordered on the previous cycle that were not received, or expected credit has not been received?
- ✓ Were vendor credits (resulting from unrecognized charges, returns, etc.) promised during the last cycle received on this cycle?
- ✓ Have you signed and dated the SOA-Portrait for each CH annotating your approval? Have you sent the completed document to the APC IAW LSOP?
- ✓ Have questionable transactions been reported to the APC?
- ✓ Has the APC been notified of any CH accounts that need to be closed due to employment changes, etc?