**P-Card Time Line and Reconciliation**

**Every Month**

1st Bank of America master statement received. Bookkeeper or Secretary receives, reconciles and collects documentation for individual statements/cardholders which are received at individual sites. **Important – Bookkeeper or the card holder must do the reconciliation process.** Once the p-card logs are completed they are submitted to supervisor for approval and signature.

5th Reconciled and signed (by card holder and supervisor) P-card logs are due to Finance/Assistant Finance Officer, Victoria Blue, with budget codes and/or school checks from individual holders.

5th-10th P-card logs reviewed and reconciled again (in finance office) by Assistant Finance Officer, Victoria Blue. Once accuracy is confirmed then all of the individual statements with backup are submitted to Accounts Payable for processing.