IMPORTANT INFORMATION – PLEASE READ and SAVE

To: Faculty JPMorganChase (JPMC) Purchasing Card Holders

The Provost/DOF Office has developed a procedure for standardizing the reconciliation of JPMC charges across the academic area, with the goal of minimizing time spent reconciling JPMC expenses by all parties: card holders, card administrators, budget managers, department/division/Provost Office signatories, and Business Office staff. To that end, beginning with the August, 2015 JPMC statements, the PDOF Office will begin sending all academic area card holders their monthly JPMC charges on a JPMC Reconciliation Form (in Excel format). See specific instructions below for reconciling and authorizing charges for each month. This procedure will be evaluated at the end of the 2016 fiscal year.

As a card holder, it is your responsibility to:

• ensure that all purchases made with college funds were necessary to the business purposes of Whitman College and were appropriate and reasonable in nature,
• provide appropriate documentation of purchases to your card administrator,
• promptly reimburse any personal charges made erroneously to the card, and
• submit a signed copy of your JPMC Reconciliation Form to your card administrator authorizing the monthly charges.

Your card administrator (usually your building assistant) is tasked with verifying all JPMC charges and assigning the expense to the correct budget account. This task is complicated by the fact that many charges go to budgets outside the card administrator’s area. With few exceptions, all card holder purchases will default to your departmental budget. Therefore, it is important for you to provide complete documentation of your charges, including the budget to be charged.

Documentation
You should submit the following information to your card administrator as soon as possible after charges are made. This allows your card administrator time to enter the charges into SmartData (account management system) so when you receive your monthly JPMC Reconciliation Form from the PDOF Office, the form is populated with the correct budget information.

1. Itemized Receipts (whenever possible; mandatory for lodging expense and out of state purchases subject to Washington State Use Tax)
2. Business Purpose
   Examples: attend professional meeting; travel for research; course; meal with candidate/visitor (include detail, i.e. meeting name, dates of travel, destination, number of diners per meal, names of diners (when more than one), name of group (when more than ten), office supplies, membership, course name, etc.)
3. Funding Source
   Examples: XXX Department, PDA/ASID/NFSU, Visiting Educators, Faculty Recruiting, XXX grant, XXX endowment

You should consult your card administrator/building assistant for the preferred means of submitting this documentation.

Authorization Time Line
• **20th of the month** – end of JPMC billing cycle; statements close
• Between the 21st – 24th of the month – **card holder** will receive your JPMC Reconciliation Form from Ruth Ladderud (copied to your card administrator)

• On or before the last day of the month – **card holder** will review the Reconciliation Form and submit any corrections to your card administrator, either in print or electronic form. Attention should be given to charges missing documentation and the Budget Name charged.

• By the 5th of the month – **card holder** will submit signed hard copy of the Reconciliation Form to your card administrator, acknowledging review of the charges.

• The **card administrator** will attach monthly statements, secure the necessary departmental signatures for authorization of charges, and forward the forms to the PDOF Office for signatures when required, or submit documentation to the Business Office Annex.

Thank you all in advance (card holders as well as card administrators) for giving this new process a try. We welcome feedback from both card holders and card administrators throughout the year. **Please direct your comments to Karen Zollman in the Provost and Dean of the Faculty Office, zollman@whitman.edu.**