

Keeping and reconciling your transaction log

When you start your log . . .

1. Enter your name and last four digits of your card number,
2. your FOAPAL number(s),
3. and your budget balance.

When you've ordered an item . . .

4. Assign a sequential item number and enter the number,
5. the order date,
6. the vendor name,
7. the item description,
8. and the amount on the transaction log under the appropriate FOAPAL number. Mark any order forms, receipts, invoices and/or packing lists with the item number and file with your log.

When you receive an item . . .

9. Enter the received date.

When you return an item . . .

10. Assign and enter a new sequential item number, the return date, vendor name, a brief description of what was returned, and add the amount for the returned item under the original account number.

To reconcile your account . . .

11. Calculate your new budget balance,
12. assign an account code to each transaction,
13. compare your log to the transactions online, matching each transaction and entering the transaction date on the log and check the "cardholder reviewed" box,
14. Sign and date your log. Retain a copy for your records and submit the original log and supporting documentation to your account manager for approval. Your account manager will review and approve your transactions online and sign and date your log. The log and supporting documentation will be filed in a departmental file.

To start a new month . . .

15. Begin entering transactions below the approval signatures from the previous month.

To increase your budget . . .

16. Request a budget increase from your account manager. The account manager must put their request in writing and submit it to the Purchasing Card Administrator. If this has been approved, enter the budget increase on your log.

