



Supervisor/Reviewer Checklist

This checklist may be used by Supervisors or Reviewers as an aid to verify that the monthly reconciliation package is complete.

Carefully review and confirm the following:

- Reconciliation received on time
- Cardholder signature and date on reconciliation
- Bank of America monthly bill attached
- Transaction amounts on the Bank of America statement match amounts documented on the reconciliation
- Grand total on the reconciliation matches the amount due on the Bank of America bill
- Transaction detail has been reviewed and all purchases are for valid business expenses
- No sales tax was charged on any transaction
- All accounting information is correct (e.g., Cost Code, Object Code, etc.)
- All issues that could not be immediately resolved have been noted with documentation attached to the reconciliation
- Supervisor/Reviewer complete signature and date on reconciliation
- Any outstanding issues have been tracked to ensure issues are resolved in a timely manner
- Reconciliation package sent to Fiscal office or next appropriate recipient

REMEMBER:

- If there are issues with any of the above steps, contact the cardholder to have them resolved
- Document any outstanding issues for your files and also attach documentation to the reconciliation
- Follow-up on outstanding issues that are not resolved by the next reconciliation.