

Chapter: Procurement Processes	Effective Date: 10/1/16
Title: Reconciling Statements for Procurement Cards	Page: 1 of 2
ACA: N/A	New
Implements: N/A	

(a) **Standard.**

Purchasers who are issued a procurement card must submit the documentation identified in these procedures for the purposes of reconciling the card account. Documentation must be submitted within five workdays after receiving the statement.

(b) **Applicability.**

These procedures apply to all cardholders who procure goods or services for the Texas Juvenile Justice Department (TJJD) using the procurement card.

(c) **General Provisions.**

- (1) The procurement card is issued in the purchaser's name. All purchases made on the procurement card must be made by the cardholder only.
- (2) The cardholder is responsible for the security of the procurement card and all transactions made with it. If the guidelines in the Cardholder's Guide are not followed when using the card, the cardholder may lose the privilege of using the card and may be subject to discipline up to and including termination.

(d) **Procedures.**

- (1) When the billing statement arrives, **a designated staff member at the cardholder's office or facility** date stamps the monthly billing statement with the date the statement was received. The Prompt Payment Act's 30-day requirements begin with the date shown in the date stamp.
- (2) Upon receipt of the monthly billing statement, **the cardholder:**
 - (A) reviews the statement and researches any billing discrepancies or unusual transactions to determine if they are valid charges;
 - (B) contacts the merchant or the credit card company to contest or correct any charge that does not appear to be valid; and
 - (C) assembles a reconciliation packet that includes the following documents:
 - a copy of the billing statement
 - a Centralized Accounting and Payroll/Personnel System (CAPPS) purchase order identifying the amount shown on the statement
 - the CAPPS requisition
 - the original itemized receipt or invoice (with no tax charges or tax credit attached)
 - documentation (from end user or CAPPS) reflecting the date goods or services were received
 - the [Procurement Card Checklist, BSD-036b](#)

- verifications from the federal System for Award and Management (SAM) and the Texas comptroller's debarred vendor list that the vendor is eligible to do business with the State of Texas
 - the [Procurement Card Log, BSD-035](#), for all transactions shown on the statement, completed and signed by the cardholder. The total should equal the total on the statement. Note any disputed charges, including how and when the charge(s) will be resolved.
- (3) The **cardholder's supervisor**:
- (A) verifies that all charges are substantiated by supporting documentation contained in the reconciliation packet; and
 - (B) reviews and verifies that the BSD-035 is accurate, signs the form, and submits it to the procurement-card administrator.
- (4) The **procurement-card administrator** reviews the information and performs the final reconciliation/verification before forwarding the packet to the Accounting office for payment.
- (A) The original reconciliation packet is submitted to Accounting staff for payment entry into CAPPs.
 - (B) The Procurement Department retains a copy of the reconciliation packet in accordance with TJJD's records retention schedule.
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