Chrome River SPCC Supervisor Checklist

This checklist is a summary of items to aid in review of the SPCC monthly expense report. Please see the Small Purchase Charge Card procedures for an all inclusive listing of cardholder and supervisor requirements.

Deadline: Reconciliation/Expense Report is reviewed, approved, and submitted to Accounting Services by 5th of the month following the statement date.

As a supervisor you are certifying that:

☐ No sales tax was charged on any transaction (exceptions for lodging are permitted)
  ☐ If there was tax charged, contact the cardholder and instruct that a credit from the vendor be required immediately. Ensure a notification to this effect is included in the expense report.

☐ Bank of America Statement is attached to expense report in Chrome River

☐ Receipts for each transaction are attached

☐ Vendor name on receipt matches Vendor name as fed by Bank of America

☐ Business purpose statements document the reasonableness and necessity of items purchased to support the university’s mission and vision

☐ Each transaction is valid, economical, and that it complies with State and University policies and procedures

☐ As required, an eVA PO or Chrome River preapproval is referenced

☐ The proper Fund, Organization, and Account code were assigned to each transaction

☐ Any outstanding issues from the prior month have been resolved

☐ Grand total on Bank of America statement agrees to total Chrome River Expense Report

☐ Any known issue that is not resolved by submission date has attached documentation explaining

☐ There are no split transactions to bypass cardholder spend authority

☐ Expense report is within budget

As a reminder:

☐ If there are issues with any of the above requirements, contact the cardholder to resolve immediately

☐ Document any outstanding issues for your files and also attach to expense report

☐ All outstanding issues should be resolved no later than the next expense report due date