

Oklahoma City Public Schools
SAF Purchase Card (P-Card) Reconciliation Process

P-Card Monthly Reconciliation:

(monthly) **By the 13th of each month, Principal and FS must reconcile the Monthly P-Card Statement against the Transaction Log and original receipts.**

Deadline may vary depending on when Chase makes the statements available and weekends.

- 1) Principal accesses the Chase Monthly Statements through JP Morgan/Chase Website <https://smartdata.jpmorgan.com> (i.e. User ID = Site #-SiteName (no spaces) and Password = Determined by Principal)
- 2) Principal reviews and prints the Site's billing cycle 'Account Statement' located under the Financial Heading (Blue) and gives it to the Financial Secretary (FS).
- 3) FS will reconcile the 1) Account Statement against the 2) P-Card Transaction Log (P-CTLog) and 3) Original Receipts. (Three Way Match)
- 4) Each transaction on the Chase Statement must be logged on the P-CTLog and with the corresponding PO number in place.
- 5) P-Card Custodian (Principal) reviews reconciled Chase Statement, P-CTLog and Original Receipts.
- 6) Both FS and Principal will sign P-CTLog.
- 7) FS emails the Chase Statement, P-CTLog and Original Receipts to purchasing@okcps.org by the 13th of each month.

Forms associated with this process are available in the forms section of this process on the School Finance Resource Page (SFRP)

Forward questions to purchasing@okcps.org