

## MCPS Purchasing Card

### Monthly Checklist for Cardholders

Note: If you set your PaymentNet profile to receive email notification, JP Morgan will send you an email at the end of each month to inform you that your statement is ready for review.

- Review all your transactions for the month on the JP Morgan PaymentNet website. This can be done at the end of each month or as transactions are posted.
- Compare transaction details with your receipts for each purchase
- Check approving official's name for your location
- Enter the required information in the Transaction Custom Fields box
- For purchases made with IAF (05) card you must include the SFO account number, indicate Staff or Student, and write description of purchase in Transaction Notes box
- For all other card types you are only required to enter the description of purchase in the Transaction Notes box and indicate if purchase was for Staff or Students
- Once you have completed the above steps for each transaction, check the review box and save
- Do not print statement until you have reviewed all transactions and entered all necessary information in the Transaction Custom Fields box
- Print the Statement of Account Landscape report, attach receipts, sign and date, and forwarding to your approving official
- Reconciliation of your monthly statement must be completed by the fifth business day of the following month. Principals must forward their Statement of Account Landscape report, with their receipts, to their respective director for approval. This report can be scheduled to run automatically each month.