

## What is needed for SPCC Monthly Reconciliation

Below are items that need to be emailed in with your SPCC reconciliation each month to [spcc@jmu.edu](mailto:spcc@jmu.edu). Each cardholder should have 1 PDF emailed in to [spcc@jmu.edu](mailto:spcc@jmu.edu) by the 10<sup>th</sup> of each month. If you have no charges you do not need to send anything into Cash and Investments. All items need to be kept for three fiscal years plus the current fiscal year.

- Signed, Dated and Approved Coversheet
- Purchase Log with descriptions and eVA information for every purchase
- For Travel Items (anything code 02 or 04 eVA exclusion)
  - Traveler's Name
  - Documentation showing travel dates, destination and reason for travel. (Examples would be conference registration form, TA, memo or airline ticket receipts.)
  - International Travel-TA Number or scanned copy of TA if it hasn't been turned into AP
- For any food items (either pizza vendor or grocery store vendor)
  - Itemized Receipt
  - Completed Business Meal Certification Form
- For any subscriptions
  - Address subscription is being mailed to
  - Length of subscription-if over a year we need documented cost savings
- Promotional Items
  - Cost per item (if unsure send in receipt)
- Departmental Off Campus Function
  - Approved Departmental Off Campus Authorization Form
- Account Codes
  - No charges in the 130900 account code
  - No charges in a revenue account code
- Exceptions
  - Email from SPCC Program Administrator approving the expenditure