

Marshall University Research Corporation

Monthly P-Card Reconciliation Checklist

Please note: the P-Card Reconciliation PDF should be in the Checklist order.

- ❑ **MURC P-Card Reconciliation Form** – *You may obtain this form at <http://www.marshall.edu/murc/forms/>; please complete and sign.*
- ❑ **Accounting Code Detail Report** - *This report is scheduled on the JP Morgan Chase website. Please print the report in “landscape” format. Every Principal Investigator that has charges to a fund must sign the first page of this report.*

Due to the designated billing cycle, each month begins on the 27th and ends on the 26th of the following month. Do not include transactions that are not in this time frame. Use the Billing Cycle for the current month, which will automatically put the correct start and end dates.

- ❑ **Receipts/Invoices/Meeting & Training Expense Documentation forms/Attendee Lists, etc.** - *for expenses charged on the P-card during the month.*
 - a. All receipts must be transaction-detailed and in date order matching the Accounting Code Detail Report.
 - b. If you have an Office Manager that reviews prior to submission, please abide by your internal department polices, as well.
 - c. Assemble reconciliation package and email scanned, PDF-formatted copy to: MURC_COMPLIANCE@MARSHALL.EDU. If PDF-formatted copy is too large to email, please save as a reduced size PDF.

Link to JP Morgan Chase’s Smart Data Generation 2 (SDG2) website:

<https://smartdata.jpmorgan.com>