MCPS Purchasing Card

Monthly Checklist for Approving Officials

- At the beginning of each month, approving officials review the Transaction Pending Review/Approval report on the JP Morgan Paymentnet website to determine if all cardholders have reviewed their monthly transactions.

- Verify each cardholder has submitted their Statement of Account Landscape report or Mastercard Statement for approval, with receipts attached, within five (5) business days from end of reporting period.

- Review all cardholder's transactions on JP Morgan PaymentNet website and compare transaction details to receipts.

- Verify cardholders have included all required information in the Transaction Custom Fields box. For purchases made with IAF (05) card, they must include the SFO account number, indicate Staff or Student, and write description of purchase in Transaction Notes box. For all other card types, they are only required to enter the description of purchase in the Transaction Notes box and indicate if for Staff or Student.

- Once you have completed the above steps for each cardholder, check the approved box and save. You may also review transactions on Statement and then click box in query to filter down checkmarks and hit approved at bottom of query page.

- Reconciliation of cardholder's transactions must be completed within 10 calendar days of receipt. All documentation must be retained for five fiscal years for future reference and audit.