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To: UA ProCard Cardholders and Approving Officials

From: John Hebard, Chief Procurement Officer

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*John Hebard*  
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Date: January 26, 2021

**Subject: Timely Review of ProCard Statements**

The UA ProCard program is designed to allow users to make small dollar purchases quickly and efficiently. However, like all public procurements, there are procedures that must be followed in order to ensure that purchases are made pursuant to UA Procurement Policy. The most recent external audit of the ProCard program identified issues regarding timely completion of Cardholder Statements of Account (statements). The following information is a reminder of the monthly procedures required for all ProCard transactions:

- Cardholder must sign and date the monthly statement within 45 days of the end of the statement month. (i.e. statement for January must be signed by March 15th)
- Submit the statement and supporting documentation to the Approving Official for review and approval. Approving Officials have 45 days from the last day of the statement period to approve by signing and dating the statement.
- Statements can be signed digitally via DocuSign or Adobe and must be dated.
- In the event that a statement cannot be reviewed timely, the reasoning must be included with the statement file.
- Remove all card numbers from retained documentation.
- Promptly forward original supporting documentation to the Reconciler each week.
- Notify the Reconciler of any potential disputes or account distribution changes. Only an employee who has completed Reconciler training can change an account in the PaymentNet4.
- Statements should be printed/downloaded by the 10<sup>th</sup> of the month and reviewed to verify all transactions are correct. Any problems identified should be reported to the Reconciler.
- Forward the approved statement and supporting documentation to the Reconciler who will file it for future reference and audit purposes.

Thank you for your assistance in this matter.