

Purchasing Card Envelope Process

Cardholders:

1. **Log-In to Wells Fargo-CCER to Reconcile your account (enter descriptions/change account information), preferably on a daily basis, but no less than a weekly basis.**
2. You can reconcile throughout the month under the Cycle to Date tab.
3. The statement cycle closes on the last business day of every month. If you have any charges to your purchasing card, you will receive an e-mail directly from Wells Fargo-CCER reminding you the statement cycle has closed and it is time to reconcile your account (you have 7 calendar days to complete this process from the first e-mail received).
4. Once the e-mail is received, log-in to the Wells Fargo-CCER website to verify all of your expenses have been allocated to the proper accounts and you have entered detailed descriptions for all transactions.
5. **DESCRIPTIONS: PER IRS REGULATIONS...ALWAYS include who, why, when and where descriptions for ALL Travel and Entertainment expenses.** Only enter information that is NOT already included in the transaction detail

Examples:

- a. Lunch at Thai Orchid with Donor XYZ to discuss upcoming pledge
- b. Airfare to Accounting Is Fun Conference in Phoenix March 17-19th professional development.
- c. Food, parking, I don't know what this charge is, missing receipt, etc

Unacceptable descriptions by IRS standards:

6. **Click the boxes under “receipts” to indicate whether or not you have turned in a receipt that corresponds with that expense.**
7. **Click “Save”** at the bottom of the statement
8. **Click the “Statement Reviewed” tab** next to the Save tab.
9. **Print out your statement.**
10. **Attach all corresponding receipts/invoices** (in the order of the statement) to the back of the print out.
11. **Place them in the receipt envelope** (white w/colored writing).
12. **Fill out the Cardholder information and Statement Cycle Dates** on the upper left side of the receipt envelope.
13. **Forward the completed receipt envelope on to your Approver within your reconciliation period** (within 7 days from the close of the cycle).