

## MBL Ecosystems Center Chase MasterCard – Reconciliation Procedures

This envelope has been provided as a holder for all your MasterCard receipts and should be used to submit your reconciliation information at the end of each billing cycle. It will be returned to you after processing.

***Please do not remove this procedure form from the envelope.***

### Cardholder Responsibilities

You will receive your credit card statement directly from JP Morgan Chase at the end of the billing period (26<sup>th</sup> of each month).

Once you receive your statement, you must do the following:

- Put itemized receipts in order as listed on the statement;
- Tape small receipts on letter size paper – More than one receipt can be taped to the paper, but do not cover important information; It is recommended that you use recycled paper;
- Remove all staples throughout paperwork;
- Reconcile the statement in Smart Data On Line (SDOL) **OR** complete a paper reconciliation form (this option only available to PIs);
- Sign the statement at the top next to your name and mailing address;
- Paperclip all receipts to the back of the statement;
- Submit this envelope with the statement and receipts (and paper reconciliation form if applicable) to Mary Ann Seifert within 45 days of the statement date.

### Reconciler Responsibilities

Mary Ann Seifert will proof the statement and receipts for the following:

- All receipts are itemized w/ pricing for every transaction on statement;
- Receipts are in order as listed on the statement;
- All staples have been removed;
- Small receipts are taped to letter size paper;
- Cardholder has signed the statement.

If everything is in order, Mary Ann will double-check the data entered by the cardholder into SDOL, or, if the cardholder elected to complete a paper reconciliation form, will enter the reconciliation information into SDOL. This routing envelope will then be returned to the cardholder and the reconciliation will be submitted to Kelly Holzworth for final approval.

If anything is out of order, Mary Ann will return all documents to the cardholder with re-processing instructions.