



US BANK PURCHASING CARD PROCEDURE

US Bank for Account for ASI closes on the 22nd of each month. Should the 22nd fall on a weekend it will cycle out the Monday following.

The following is the process by which the US Bank Account will be paid and backup will be submitted.

- Monday morning a weekly report is downloaded from the US Bank website that lists the charges from Monday-Sunday.
- The weekly US Bank report is downloaded as an excel worksheet and as a PDF document.

EXCEL WORKSHEET

- The excel worksheet is uploaded to the OneDrive and shared with each Cardholder
- Each Cardholder is to enter the program/event the charge pertains to and indicate what was purchased. This is to be completed by Monday end of business day.
- The charges are assigned an account number by ASI Administration
- The completed worksheet is submitted for review and to secure appropriate signatures.
- The signed worksheet, along with the US Bank weekly PDF document, is submitted to Business Financial Services (BFS) by Wednesday for payment processing.

US Bank PDF Report

- Each Cardholder is issued their respective weekly US Bank PDF charge report on Monday.
- Cardholder is to attach original receipts, along with backup, to the weekly report by Tuesday, end of business day, and submit to the ASI administration.
- ASI administration will gather all original receipts, along with backup, from each cardholder and review to ensure all receipts are attached and required backup is included.
- ASI administration will prepare the Request for Payment Processing (RPP) on Wednesday.
- Attached to the RPP will be:
 - Copy of the signed excel sheet
 - US Bank PDF report
 - Original Receipts
 - Back up for each receipt.
 - Copy of the check that was issued.
- RPP will be routed for signatures: ASI Executive Director, ASI VP for Finance, and ASI President.

Missing/Lost Receipt

- A lost receipt form must be filled out by the cardholder that itemizes what was purchased, form where, and for what purpose. A menu could serve as support.
- A lost receipt memo will be prepared for each missing/lost receipt
- The lost receipt memo will include
 - the date of the charge
 - the vendor
 - the amount of the charge
 - what was the program/event
 - explanation how/where the receipt was lost.
- Excessive lost receipts will result in suspension of card privileges as implemented by ASI Executive Director.