

Authorized Signer Procedure for approving monthly credit card packages

1. Receive completed monthly credit card package from allocator. Package should be stapled in the order listed below and must have/contain the following:
 - a. *Allocate Transactions* printout
 - b. *Cardholder Statement Detail* printout (signed by cardholder)
 - c. Receipts
 - i. If any items listed above are missing (this includes cardholder's signature), return entire package to allocator requesting they correct and resubmit.
2. Use the *Allocate Transactions* printout and receipts to review each purchase for the following:
 - a. Purchase was for a legitimate business purpose based on the cardholder's job/role.
 - b. Purchase is coded to the correct 16-digit account number based on the following criteria:
 - i. If purchase is coded to a department/project the Authorized Signer oversees the Authorized Signer is responsible for approving the 16-digit account number.
 - ii. If purchase is coded to a grant (project starting with a 21 or 4) the Authorized Signer is not responsible for approving the 16-digit account number. Approval of the 16-digit account number is done by the Grants Administration office through a separate process.
3. To approve purchases do the following on the bottom of the first page of the *Allocate Transactions* Printout:
 - a. Sign your first and last name.
 - b. Write today's date.
 - c. Send entire package to the Controller's Office, Attention Accounts Payable.
4. To reject purchases do the following:
 - a. Return entire package to allocator requesting they correct and resubmit.

Authorized Signers part of the process is finished.



✓ *Questions about this procedure please email the Controllers' Office at bmc_creditcard@brynmawr.edu.*