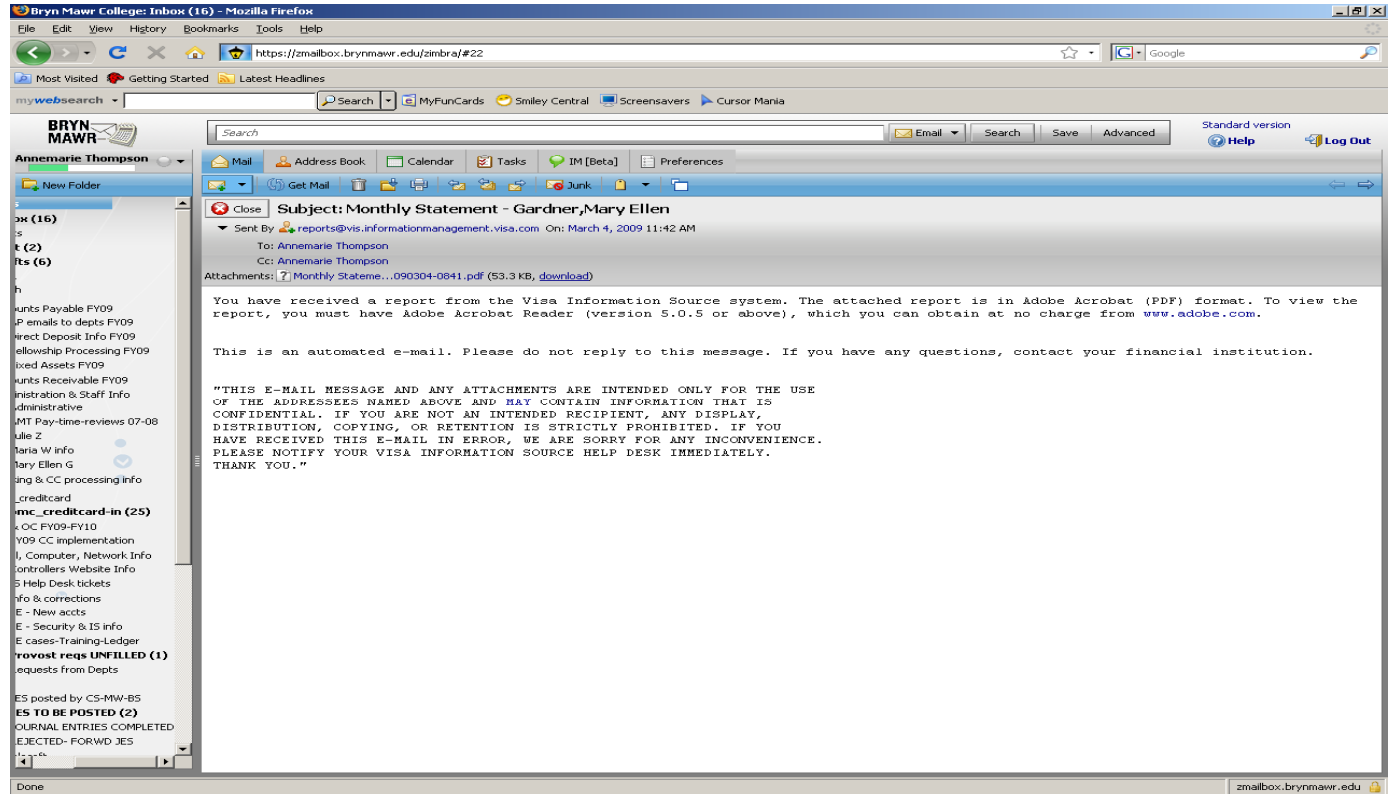
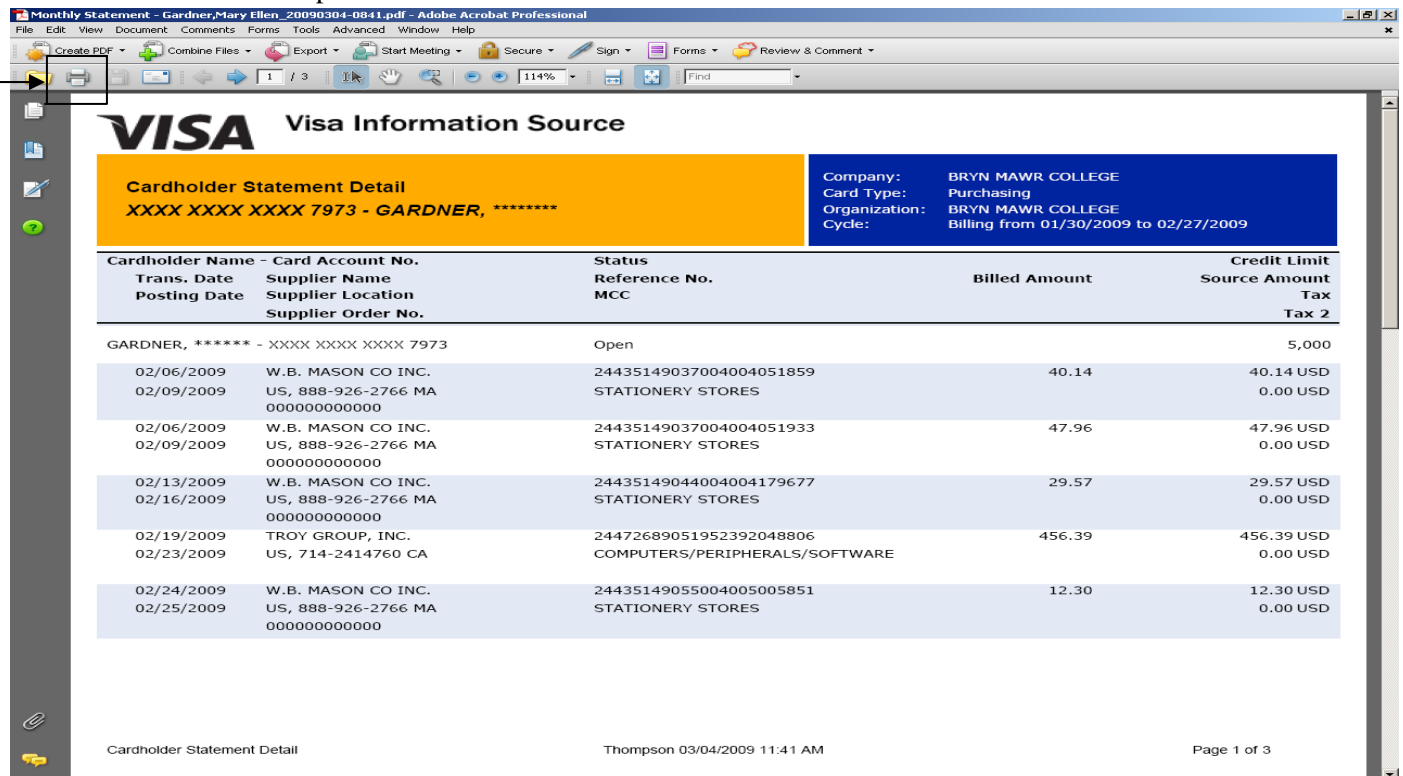


Cardholder Procedure for Processing Monthly Credit Card Statement

1. Cardholder will receive an email from reports@vis.informationmanagement.visa.com within 5 business days of the 29th of the month (normal statement end date). An example of the email is below:



2. The previous month's statement will be attached as a PDF file. Open Statement by clicking on attachment. An example of the statement is below:



3. Print the Statement by clicking on the printer icon at the top. You can also save the statement to your desktop if you want but you are not required to do that.

Cardholder Procedure for Processing Monthly Credit Card Statement

4. Review purchases on statement for accuracy. If there is a purchase you did not make on the statement please dispute the charge with Bank of America immediately by calling 1-888-449-2273.
5. Match each individual receipt (given to you at the time of purchase) to each purchase on the statement. If you do not have a receipt, write an explanation next to the purchase on the statement as to why you do not have the receipt.
6. Staple receipts to the back of the statement.
7. Write any account coding instructions for the allocator next to each purchase on the statement.
8. Sign and date the statement on the bottom of the last page.
9. Give completed packet (signed statement with receipts stapled to back) to the designated allocator for your credit card (typically the department secretary).
10. Cardholder's part of the process is finished. Cardholders' should complete their part of the process within 10 days of receiving their emailed statement, unless they are away on college business in which case they should complete within 10 days from when they return.
11. Remainder of the Process
 - a. Online Process
 - i. In VIM, Allocator will allocate purchases on statement and Controllers' Office will perform online approval of the cost allocations. Controllers' Office will post approved transactions to General Ledger weekly.
 - b. Manual Process
 - i. Allocator will send completed packet to the designated authorized signer for your credit card. Authorized signer will review the expenses for appropriateness then sign the copy of the statement printed by the allocator and send entire packet to Controllers' Office. Controllers' Office will review all expenses, record that the statement for that month has been received then file packet.

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