| * **Day** | * **Description** | * **Completion** |
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| 27 | * PCA notifies all personnel with P-Card responsibilities that P-Card statements are available, that the month-end close process has started and provides a copy of this process with all due dates. |  |
| 28-30 | * Cardholders reconcile statements to documentation, indicating on the documents the transaction number to which each document belongs. |  |
| 30 | * Cardholders make list of any transactions requiring follow-up with bank by Liaison. |  |
| 1-2 | * Supervisor/Approvers are required to verify that cardholders have signed the statement, that required documentation is present, and that all transactions are legitimate business expenses. They then sign and date the statement and forward to the appropriate Liaison. |  |
| 1-3 | * PCA downloads digital copy of agency statement transactions, and sorts to identify split transactions, and transactions exceeding STLs and credit limits. |  |
| 1-3 | PCA downloads listing of transactions using blocked MCCs and investigates. |  |
| 3 | * Liaisons review the statements using Liaison checklist to verify that no unauthorized or prohibited transactions were made, and sign and date the checklist. |  |
| 3 | * Any identified unauthorized or prohibited transactions are reported to the Cardholder Supervisor/Approver and PCA. |  |
| 3 | * Liaisons file documentation, including signed Liaison checklist, with each statement according to agency procedures. |  |
| 4 | * Liaisons report to PCA a list of all statements that have been reviewed and approved by Cardholder, Supervisor, and Liaison so the PCA can ensure that all statements can be certified for payment. |  |
| 4 | * PCA receives verifications that all Cardholder statements have been reconciled, reviewed by Supervisors and Liaisons, and indicates on list of cardholders to ensure that all statements were reviewed according to procedure. |  |
| 5 | * PCA signs OCG P-Card Statement Certification, saves a copy for the file and forwards to OCG. |  |