

MCPS Purchasing Card
Monthly Checklist for Cardholders

- Review all your transactions for the month on the JP Morgan Paymentnet website. This can be done at the end of each month or as transactions are posted.
- Compare transaction details with your receipts for each purchase
- Check approving official's name for your location
- Fill in the required information in the Transaction Custom Fields box
- For purchases made with IAF (05) card you must include the SFO account number, indicate Staff or Student, and write description of purchase in Transaction Notes box
- For all other card types you are only required to fill in the description of purchase in the Transaction Notes box
- Once you have completed the above steps for each transaction, check the review box and save
- At the end of each month you will receive an email notification indicating your statement is ready for review. You must have set this up in your profile to receive email
- In lieu of printing the Mastercard statement, MCPS Internal Audit office has approved printing the Statement of Account Landscape report, attaching cardholder receipts and forwarding onto your approving official.
- Reconciliation of your monthly statement must be completed within five (5) working days of the statement notification. Principals must forward their monthly Statement of Account Landscape report, with their receipts to their respective associate superintendents for approval. The Statement of Account Landscape report may be scheduled to run automatically each month.