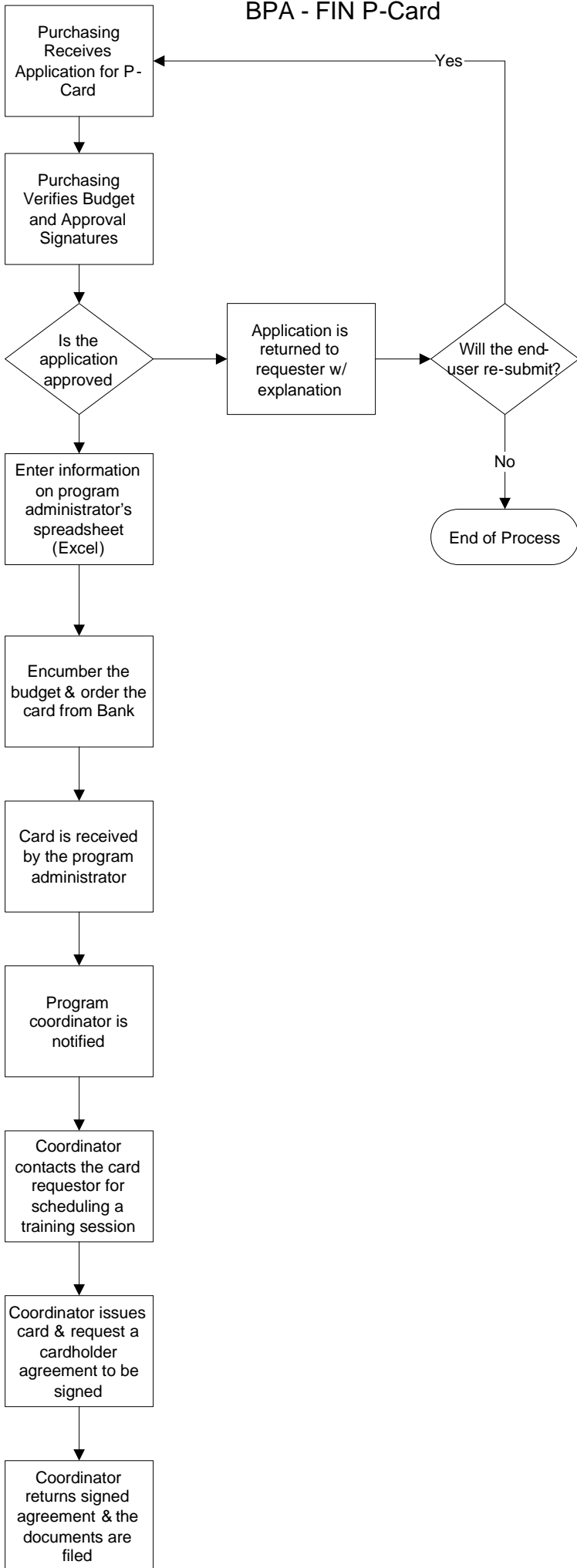


BPA - FIN P-Card



agreement & the documents are filed



Spreadsheet is updated



Cardholder makes purchases & retains invoices & receiving documentations



Cardholder records transactions on transaction log (manual or excel)



Cardholder reconciles transactions online at end of month



Accounting receives a master statement from the bank for all credit cards and pays it



Accounting pulls account information from bank's website and creates an IT file



IT transactions are uploaded and posted to FRS



End of process

