



WHEN to Reconcile:

Best practice: Reconcile weekly

Cardholder - Previous month's transactions by 7th of month

Reviewer - Previous month's transactions by 12th of month

**If either 7th or 12th falls on a weekend/holiday, the due date is the following Monday/day.*

(TIP: Create a recurring monthly reminder in Gmail for 2 days prior to deadline)

See **WORKS** hyperlink on PPS PCard website:

<https://payment2.works.com/works/home>

item detail.: . Tm[pur]18 (chase of)-23.9 ()JÆT7MC /P ÅLang (en-US)/MCID 138 (en-US075c 075w ang (en-US)/MCID 139 ÆE.88f

What can I buy with my PCard?

- Advertisements (i.e. bids, job ads)
- Art and craft supplies
- Books, games, & classroom activities
- Classroom supplies
- Decorations for student/community events
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