

End of Month Credit Card Process

All Wisconsin Youth Company credit card holders will be using an electronic process to submit end of month reconciliation of card activity along with related documentation. At **the month's** end, all card users are required to upload their monthly statement, completed **credit** card register, detailing cost classifications and expense amounts, along with matching receipts to their supervisor by the 5th of the following month. Supervisors will review and submit the activity to the accounting department by the 10th of the month.

Please submit all required reporting into a single scanned **or PDF** file.

An **interactive PDF** of the credit card register form, as well as detailed procedures and use of card responsibilities may be found **under the Financial Forms section of the Staff Login page, on the Wisconsin Youth Company website**. Staff should download **and complete the credit card register form**, electronically, **according to** card activity correlating with that month's statement. A sample of a completed register is available online as well.

All original receipts must be retained and forwarded to the accounting department mailbox at either the McKenna or Helgesen office.