





- x Statement will then be forwarded to the Director UGC for reconciliation. A reconciliation form must be filled out. Additionally, original receipts for all purchases must be attached to the form and statement.
- x Director of UGC (as cardholder) must sign the reconciliation form.
- x All documents will then be sent to the Director's supervisor for final signature.
- x The Director's supervisor will forward signed reconciliation form with all documents attached to accounts payable for payment.

Accounting will enter data into accounting system for payment. UGC checks are prepared every Thursday. Paperwork must be submitted to Accounting by the previous Friday.