
Signature

Date

4.0 DEFINITIONS:

- 4.1 Cal-Card: Procurement credit card
- 4.2 Requisition: An official request to purchase products or services
- 4.3 Online: Internet Explorer
- 4.4 Shopping Cart: Place within a website to hold items selected to purchase
- 4.5 Check Out: Place within a website to insert bill to/ship to/payment information
- 4.6

CAL CARD PROCESSING
(PUR-P009)
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- 5.5 Reconciliation of Cal-Card US Bank Statement
 - 5.5.1 Review and document charges/credits/required information.
 - 5.5.2 Open the standard Monthly Cal-Card transaction spreadsheet to reconcile against the cardholder statements
 - 5.5.3 The Monthly Cal-Card transaction spreadsheet and cardholder statement

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8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev.</u>	<u>Description of Revision:</u>
5/21/07	A	Initial Release