



CHRISTOPHER
NEWPORT
UNIVERSITY

PROCUREMENT SERVICES

Official Memorandum

To: Christopher Newport's SPCC Cardholders and Approvers

From: Danielle Henley, Director of Procurement Services and Suzy Kilduff-Rounion, Procurement Specialist/SPCC Program Administrator

CC: Diane Reed, Comptroller; Nicole Hunter, Assistant Comptroller; Erin Gray, Accounts Payable and General Accounting Manager; Vicki Covington, Accounts Payable Supervisor; Laura Reid, Financial Analyst

Date: July 18, 2024

Subject: Mandatory Online Reconciliation for SPCC Program effective August 1st

The Office of the Governor has released a new policy related to the SPCC program that will impact all state agencies. Starting August 1, 2024, all SPCC cardholders are **mandated** to upload backup documentation when reconciling transactions in Works. All transactions must be reconciled properly with backup documentation by the 25th of each month (regardless of the date being on the weekend).

Backup documentation includes, but not limited to:

1. Quote
2. Purchase Order and/or email with budget approval
3. Invoice
4. Paid Receipt
5. Approved Chrome River Pre-Approval (travel related charges)
6. Market Study (cash and carry transactions)

Upload Directions:

A step-by-step guide to uploading/attaching documents is available within the [Bank of America Works Accountholders Manual](#) starting on page 5. Click on the link to be directed to the manual.

Additionally, approvers are required to sign-off on the reconciled transactions. This step certifies the transaction is properly reconciled and a legitimate business expense.

If there are any questions or concerns, please contact the Office of Procurement Services at procurement@cnu.edu.