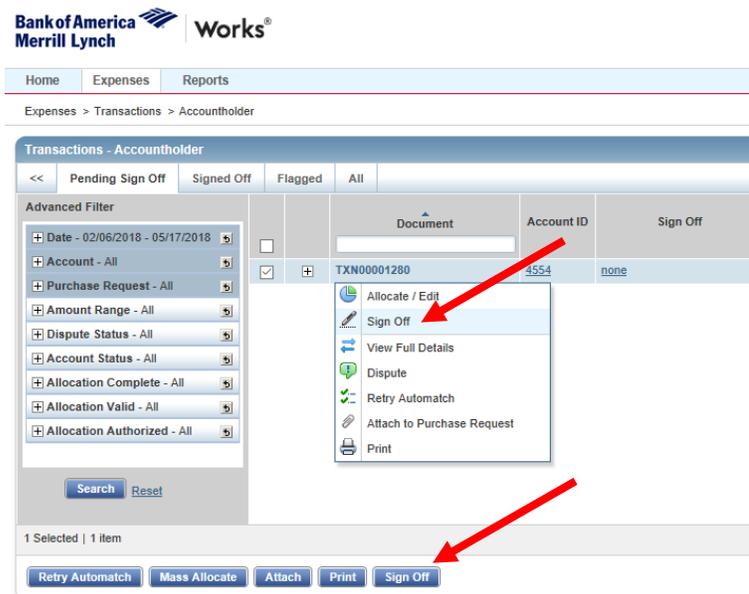


Quick Guide to Processing Town Credit Cards

USING WORKS

1. Log into Works regularly to review and allocate charges
2. Allocate purchases to proper accounts (Vendor #, Org., Obj.)
3. Add a comment when allocating that explains “when” and “why” the purchase was made
4. Accountholder needs to sign-off on charges using “sign-off” tab or button (see below):



STATEMENTS

5. Log in to www.centresuite.com to print statements when available and have the Accountholder sign on the designated line (1st page of statement)
6. Submit all ORIGINAL, ITEMIZED receipts that match charges on the statement
7. Make copies of register receipts (on 8.5” x 11” paper) to include with documentation for scanning purposes
8. Bring all receipts, copies and statements to Cathy by the end of the day Monday following the statement printing (see attached calendar)

Some Useful Tips:

- ❖ Always get itemized receipts.
- ❖ The Town of Foxborough is exempt from paying sales tax (contact Cathy if you need a copy of the tax-exemption certificate). It is the Cardholder's responsibility to get sales tax removed if charged.
- ❖ Create alerts in your own Outlook calendar to remind you when to print out statements and to submit everything to Cathy
- ❖ If the vendor exists in MUNIS, use that #. If not, use the credit card one-time vendor # 99991
- ❖ Bug early and bug often to get all of those receipts and documents 😊
- ❖ Submitting your statements and paperwork early is always welcomed 😊

Quick Guide to Processing Town Credit Cards

CREDIT CARD PROCESSING CALENDAR:

Procurement Card Schedule																					
October 2017							November 2017							December 2017							
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	
1	2	3	4	5	6	7				1	2	3	4							1	2
8	9	10	11	12	13	14	5	6	7	8	9	10	11	3	4	5	6	7	8	9	
15	16	17	18	19	20	21	12	13	14	15	16	17	18	10	11	12	13	14	15	16	
22	23	24	25	26	27	28	19	20	21	22	23	24	25	17	18	19	20	21	22	23	
29	30	31					26	27	28	29	30			24	25	26	27	28	29	30	
														31							
January 2018							February 2018							March 2018							
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	
	1	2	3	4	5	6					1	2	3					1	2	3	
7	8	9	10	11	12	13	4	5	6	7	8	9	10	4	5	6	7	8	9	10	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	11	12	13	14	15	16	17	
21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23	24	
28	29	30	31				25	26	27	28				25	26	27	28	29	30	31	
April 2018							May 2018							June 2018							
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	
1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7	
8	9	10	11	12	13	14	8	9	10	11	12	13	14	8	9	10	11	12	13	14	
15	16	17	18	19	20	21	15	16	17	18	19	20	21	15	16	17	18	19	20	21	
22	23	24	25	26	27	28	22	23	24	25	26	27	28	22	23	24	25	26	27	28	
29	30						29	30	31					29	30						
July 2018							August 2018							September 2018							
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	
1	2	3	4	5	6	7	1	2	3	4	5	6	7	1	2	3	4	5	6	7	
8	9	10	11	12	13	14	8	9	10	11	12	13	14	8	9	10	11	12	13	14	
15	16	17	18	19	20	21	15	16	17	18	19	20	21	15	16	17	18	19	20	21	
22	23	24	25	26	27	28	22	23	24	25	26	27	28	22	23	24	25	26	27	28	
29	30	31					29	30	31					29	30						
October 2018							November 2018							December 2018							
Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	Su	M	Tu	W	Th	F	Sa	
	1	2	3	4	5	6					1	2	3							1	
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29	
														30							

Legend:	= Holiday & Observed day	Rcpts for statement date closed 3 biz days prior are due to Accounting on this morning	Credit Card Billing Cycle Close Date - Every 2 Weeks
			Payment Due Date - Every 2 Weeks

- Statements are available to print on the THURSDAY following the **YELLOW** date above
- = Deadline to provide statements and documentation to Cathy (Mondays unless it is a holiday)