

American Express and JP Morgan Chase Cardholders

Submittal of Original Credit Card Reconciliations Exception

During this time of complex challenges due to the COVID-19 pandemic, the Stony Brook Foundation has agreed to handle the submittal of Credit Card reconciliations in the following way until further notice.

1. Cardholders will prepare the Credit Card Approval form, sign it and attach original itemized receipts, justification sheet, itineraries and list of attendees. **NOTE** - All Travel effective March 13th requires a Travel Pre-approval form to accompany the Credit Card Reconciliations.
2. The cardholder will then scan the Credit Card Approval form, receipts, business justifications and all supporting documents and send them to their supervisor via email.
3. Supervisor will review the receipts, business justifications and all supporting documents.
4. Supervisor will attest to the following statement and provide their approval via email.

I, the claimant's supervisor, certify that this account has been examined and, to the best of my knowledge and belief, the amounts claimed therein were necessary for the performance of the claimant's official duties.

5. If the supervisor is not the Account Manager, the Credit Card Approval form, receipts and supporting documentation must be forwarded to the Account Manager via email for review and approval.
6. Account Manager will attest to the following statement and provide their approval via email.

I certify that this claim is correct and just, and payment is approved using designated account

7. The department must forward the email thread with all the appropriate approvals, including Credit Card Approval form, receipts, business justification, and all supporting documentation to Kristin Perrichon via email at kristin.perrichon@stonybrookfoundation.org

NOTE – Please Retain all Originals

Upon returning to normal office operations, the department is responsible for sending the original signed Credit Card Approval form, original itemized receipts, and all original supporting documentation to Kristin Perrichon, Stony Brook Foundation, zip=1188.