LHS bluCard Tracking and Reconciliation process

Step 1:
Administration Team

- Completes Non Catalog Form
- Uploads appropriate backup documents
- Names cart using naming convention:
  bluCard Purchaser's Last Name-Vendor-Department
- Assigns cart to appropriate Cart Authorizer 1 (Financial Analyst)

Step 2:
Cart Authorizer I
(Financial Analyst)

- Reviews and approves Chartstring and Budget appropriateness
- **Assigns cart to Business Admin Office bluCard purchaser**

Step 3:
bluCard Purchaser/Requisition Creator

- Reviews and Submits Cart
- Notes ***CC#** on bluCard Authorization form for reconciliation purposes
- Makes purchase

Step 4:
BluCard Order is placed

Step 5:
Goods Received

- Signed Packing Slip or ***Verification memo** or Credit card receipt if purchase is made in store

System generated #

Step 6:
BluCard holder submits complete packet to Business Admin Office for Reconciliation within 10 calendar days from receipt of goods

Complete Packet:

- BluCard Authorization Form
- Invoice
- Signed Packing slip, credit card or ***Verification memo**
- Any other backup docs

Step 7:
Administration Team Reconciler Audits complete packet

- Updates reconciliation screen
- Populates description field on transactions screen with ***CC#** (searchable when using 6,7 or 9 column CalAnswers report)

Step 8:
Administration Team Approver
Approves the transaction

Step 9:
Per campus card services request, a completed bluCard packet is uploaded either to BFS or to the BearBuy CC # referenced on the bluCard packet

Business Administration Office will retain complete packet per campus Retention period requirements (5 yrs- non Contract & Grant; 10 yrs after the award ends for Contract & Grant funds

LHS bluCard purchasers

Virginia Aban & Amy Yindiphol: (Hall-wide) Advancement, Building, Director's Office; Business Admin Office, Overarching, Public Engagement, Strategy & Planning, Learning, Learning K-12, and Learning - STEM Pathways

Maria Martinez: (Hall-wide) Recurring charges and low value purchasing

Randy Brittain: Retail Operations
Seth Harthun: Retail Operations

1) Please follow the above procedure for orders that have split backorder items. All items received and billed must be cleared by staging date. The same rule applies for credits.

2) In order for the Business Admin Office to reconcile all BluCard transactions, it is extremely important to adhere to the 10 days submission time.

3) * If Packing Slip is not received with shipment, please use Verification Receipt of Goods memo (form located on the Staff Site)

4) Transactions that may clear to the default chartstring due to late submission, will require a financial journal to correct.

5) Incomplete packets will be returned to BluCard holder unprocessed.

6) Recurring charges will be included in this process

Last Updated 4/18/2025