Receipt Validation

Card Integrity offers a Receipt Validation service by logging into the Client's ERP system (e.g. Chrome River, SAP Concur or one of many others) to review a percentage of monthly receipts. Our goal is to ensure that the appropriate receipt is attached, review line items, and verify that employees are adhering to expense policies.

How It Works

Each month, Card Integrity selects employees for receipt review based on spending patterns and the potential risk of their transactions.
•   Low-risk example: Purchases from McMaster-Carr, where Level III data is available, are considered low-risk since they present limited opportunity for personal misuse.
•   High-risk example: Transactions at Wal-Mart, lacking Level III data, pose a higher risk for non-compliant purchases and are prioritized for review.

During the review, we verify that: the receipt is correct and itemized, the receipt is legible, and the purchased items align with policy.

Next Steps Following Our Review

Our findings are compiled into reports identifying invalid receipts and behavioral patterns. These reports serve several purposes:
•   Executive Insights: Provide management with visibility into non-compliance trends.
•   Employee Feedback: Either Card Integrity (recommended) or internal staff should send direct emails to employees with receipt findings, outlining corrective actions needed to improve future compliance.

Why It Matters

Employees may assume that managers aren't closely scrutinizing receipts. Providing feedback reinforces that purchases are being reviewed and encourages employees to follow guidelines, promoting more mindful and compliant purchasing behavior.

Setup Status

Card Integrity needs access to the ERP system where receipts are stored. An administrator will need to create a user ID with receipt review privileges.