



## **Mohave Vendor Reconciliation Reporting** *The Whys, the Do's and the Double Checks*

*Julia Tribbett, Director of Business and Operations*

\*\*\* This is a quick summary of a power point presentation found on Mohave's website under Training Corner. For more information and examples, see the complete presentation.\*\*\*

[Complete Presentation of Mohave Vendor Reconciliation Reporting](#)

### **Monthly Reconciliation Reports:**

#### **Why?**

- Mohave funds its operation with an administrative fee equal to one percent (1%) of the purchase price of ordered materials or services.
- Per the terms and conditions of your awarded contract you must remit that administration fee (admin fee) to Mohave on an assigned monthly date.

### **Identification and Timeline of Reconciliation Reports**

- Reconciliation reports are submitted on each unique contract. Contract number will identify report.
- The items paid in one month are reported to Mohave in the following month. The vendor is responsible for admin fee payment to Mohave after they have been paid by the member.
- Reconciliation reports are due on the Mohave assigned date each month. (i.e. Vendor submits March report by April due date).
- Admin fee is due to Mohave only on items covered under the terms of the contract.

### **Email to - [adminreport@mesc.org](mailto:adminreport@mesc.org)**

- Reconciliation reports are submitted monthly regardless of activity.
  - **Regular Activity** - Submit report electronically by due date, check mailed to Mohave.
  - **No Activity** - Submit report electronically by due date stating no activity for month of..
  - **Minimum Activity** - Submit report electronically by due date on minimum activity (admin fee amount less than \$20), remit admin fee with the next month's payment, or when total of admin fee due is \$20 or more.

**Mark Kinsey**  
**Director of Outreach and Education**  
Phone: 602-277-4290  
Email: [markk@mesc.org](mailto:markk@mesc.org)