



Mohave Vendor Reconciliation Reporting, What's New?

Julia Tribbett, Director of Business and Operations

New Tools Mohave has put into place:

For all newly awarded contracts: Mohave has added something new to help in your initial Reconciliation Reporting. Upon the first order being reviewed by Mohave, the assigned accounting specialist will send an email to the vendor reconciliation contact and follow up with a phone call to go over the reconciliation process. Assistance of review will be offered on the initial report and one on one questions and answers will be available.

Existing contract vendor: Remedial Reconciliation Assistance is available upon request if you have had a change of your reconciliation contact. You may request that your contract have remedial reconciliation status so that the new individual can work one on one with the procurement specialist to become familiar with the process and to clean up any potential issues. Please contact Mohave's Procurement Manager, [Rhonda Jackson \(rhonda@mesc.org\)](mailto:Rhonda.Jackson@mesc.org), if you are interested in this assistance.

The Basics:

Monthly Reconciliation Reports:

Why?

- Mohave funds its operation with an administrative fee equal to one percent (1%) of the amount purchase of ordered materials or services.
- Per the terms and conditions of your awarded contract you must remit the 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 the 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 received payment from the member.
- Reconciliation reports are due on the Mohave assigned date each month. (i.e. Vendor submits June report by July due date)
- Admin fee is due to Mohave only on items covered under the terms of the contract.

Email to – adminreport@mesc.org

- Reconciliation reports are submitted monthly regardless of activity.
 - Regular Activity- Submit report electronically by due date, check mailed to Mohave (625 E. Beale St. Kingman, AZ 86401).
 - No Activity- Submit report electronically by due date.
 - On minimum activity (admin fee amount less that \$20). Remit admin fee with the next month's payment, or when total of admin fee due is \$20 or more.

If you have questions or suggestions don't be shy, please contact us. We are here to assist and will continue to work at sharing information and understanding your Mohave contract.

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