THE WOLVERINE GROUP
The Wolverine Group Academy

Government Purchasing Card (P-Card) Reconciliation Guide

Commercial GenAI for Public Sector Procurement

This course is an online, self-paced professional training product. Access runs for twelve months from the date access is granted, or ninety days past the release of Module 5, whichever is later. Enrollment is processed through Teachable, the platform hosting the course, which is the merchant of record for the transaction. Use this guide to reconcile the charge in your purchasing card system and to build your purchase file — and read the next two sections first, because the merchant name on your statement will not be The Wolverine Group.

How the charge appears on your statement

The charge posts as a single Level 1 (L1) transaction. Your card statement and P-card system will show the **merchant name, transaction amount, transaction date, and a statement descriptor** — and nothing beyond that.

It will **not** carry a purchase order or requisition number, a separate tax line (Level 2), or itemized line-item or commodity-code detail (Level 3). The platform transmits Level 1 data only, so no PO reference or line-item breakout is available on the statement line itself.

WHAT APPEARS ON THE CHARGE LINE

Merchant / descriptor: TEACHABLE

Vendor of record for your purchase file: The Wolverine Group, Inc. | UEI VK81K1DMC6L5 | CAGE 6BUU5

Merchant category code: Assigned by Teachable's acquiring bank and not published by The Wolverine Group. If your card program restricts purchases by merchant category, confirm the code with your card program office before purchase, or pay by purchase order instead.

Data level transmitted: Level 1 only — no PO number, no tax line, no line-item detail.

Why the merchant name differs from the vendor name

The merchant name on your statement is the entity that processed the payment, not necessarily the entity that provided the product. Course enrollment is sold through Teachable, an online course platform. Teachable is the merchant of record, and its name appears on the charge line. The Wolverine Group, Inc. is the vendor providing the training.

This is ordinary for platform-delivered digital products, and your card program almost certainly already carries charges of this kind. It does mean two things for your file:

- Your itemized receipt is what ties the statement line to the vendor. **Attach it.** It names The Wolverine Group, the course, the amount, the date, and the transaction ID.

- If your card program requires the statement merchant to match the vendor in the purchase file, **do not use the card.** Request an invoice and pay by purchase order instead — contact support@wolverine-group.com before purchase, and we will issue a W-9 and a formal invoice in The Wolverine Group's name.

Keep your emailed receipt — it is your reconciliation record

An itemized receipt is automatically emailed at the time of purchase. Retain it. Because the statement line carries the platform's name rather than the vendor's, this receipt is the document that connects the charge to The Wolverine Group. It carries the product name, amount, date, transaction ID, and vendor. Do not close your reconciliation without it.

HOW TO USE THE RECEIPT

Save the emailed receipt to your purchase file the day the charge is made.

Attach it to your P-card reconciliation as the itemized backup for the Level 1 statement line.

For most card programs, an itemized emailed receipt satisfies the reconciliation and audit-file requirement even when the statement line is Level 1 — but confirm this against your own agency policy, below.

Confirm your agency P-card policy

Reconciliation and documentation requirements vary by agency and card program. Confirm two things with your approving official before you buy: whether an itemized emailed receipt satisfies your file requirement, and whether your program permits a statement merchant name that differs from the vendor name. If either answer is no, request an invoice and pay by purchase order using the contact below. Ask before the charge posts, not after — reversing a purchase-card transaction is harder than routing it correctly the first time.

If you need a purchase order, W-9, or formal invoice

The Wolverine Group can provide a W-9, issue a formal invoice, or accept a purchase order for buyers whose card program requires it. Request any of these **before purchase** by contacting support@wolverine-group.com.

If you need to cancel

Enrollment may be cancelled for a full refund within 72 hours of purchase, provided no course content has been accessed — no videos viewed, no materials downloaded, and no modules opened beyond the free preview. To cancel, email support@wolverine-group.com from the address associated with your account and include your order number. Once any course content is accessed, all sales are final.

The full terms are published on our Terms of Service page (https://the-wolverine-group-academy.teachable.com/p/terms).