

# CHECKLIST

## PCard Records - Required Documentation

Note: All documentation must be included with the Monthly Expense Report before mailing for Review.

<b>EXPENSE REPORT</b>
<ul style="list-style-type: none"> <li>• Cardholder and Financial Manager Signature/Date</li> </ul>
<ul style="list-style-type: none"> <li>• Invoice/sales receipt from the vendor and/or print screen prior to submission for online orders</li> </ul>
<ul style="list-style-type: none"> <li>• Business purpose written on the supporting documentation, or in the expense description field in Citi, or the transaction log/interdepartmental form</li> </ul>
<ul style="list-style-type: none"> <li>• Credit card slip (if available) taped on the invoice or itemized receipt</li> </ul>
<b>ADDITIONAL DOCUMENTATION</b>
<ul style="list-style-type: none"> <li>• Advertisement - Copy of the Ad</li> </ul>
<ul style="list-style-type: none"> <li>• F&amp;E purchases - F&amp;E Substantiation Form, Pre-Approval Form for F&amp;E over \$500</li> </ul>
<ul style="list-style-type: none"> <li>• Flower purchases - the employee or recipient's name and their relationship to the employee –specification of illness not required</li> </ul>
<ul style="list-style-type: none"> <li>• Warrant Hold Status for goods or services over \$500</li> </ul>
<ul style="list-style-type: none"> <li>• Gifts for retirees and donors – Attachment B Form from OP 72.03</li> </ul>
<ul style="list-style-type: none"> <li>• Membership dues - the enrollment form detailing the charges for the type of dues or the renewal notification/invoice AND the print screen from the list of approved professional societies</li> </ul>
<ul style="list-style-type: none"> <li>• A procurement Card Log should be used to document who is using the card</li> </ul>
<ul style="list-style-type: none"> <li>• Registration - the enrollment form or fee schedule detailing the charges of the conference</li> </ul>
<ul style="list-style-type: none"> <li>• Other items (if applicable) - deviation approval from Purchasing, and/or refund receipts</li> </ul>
<b>SCAN - READY TIPS</b>
<ul style="list-style-type: none"> <li>• Tape down all small receipts to invoice or full size sheet of paper</li> </ul>
<ul style="list-style-type: none"> <li>• Write an large "X" on paper with print that you DON'T want to be scanned - remember both sizes of the paper will be scanned if both have print on them</li> </ul>
<ul style="list-style-type: none"> <li>• Remove all staples</li> </ul>
<ul style="list-style-type: none"> <li>• Watch tape placement; tape will "fade" the printed information</li> </ul>
<ul style="list-style-type: none"> <li>• If applicable, block out the three digit security code and the first 10 digits of card number</li> </ul>
<ul style="list-style-type: none"> <li>• Mark out SS numbers, date of birth, driver's license numbers, patient information</li> </ul>