

XIV. Procurement Card Checklist

This checklist is provided to ensure that the required documentation has been obtained BEFORE P-Card documentation is sent to the Finance Department.

Procurement Card Checklist

Please make sure that all items can be marked “yes,” if applicable, prior to submitting procurement card documentation to the Finance Department.

Yes/No/NA	Requirement
<hr/>	An original, itemized invoice/receipt is provided for each charge, including credits.
<hr/>	A printed transaction total is shown on each invoice/receipt that matches the amount shown on the Truist VISA statement.
<hr/>	Restaurant receipts detail the food ordered for meetings/events. A list of meal attendees and the purpose of the meeting/meal has been provided.
<hr/>	NO TRAVEL RELATED MEALS ARE TO BE CHARGED ON A PCARD (<i>meal related travel is reimbursed based on GSA per diem rates</i>).
<hr/>	All charges are for official school business. (There are no personal charges. <i>See a list of all prohibited transactions at III. Uses and Restrictions, part B</i>).
<hr/>	A “Professional Leave Reimbursement Voucher” has been submitted for all <i>overnight</i> travel charges. A printed receipt from the hotel is attached.
<hr/>	The Budget Holder has signed and approved the “Professional Leave Voucher.”
<hr/>	The Budget Holder has signed the Department Approval List.
<hr/>	Sales tax has not been paid on transactions, other than meals and lodging.
<hr/>	A check with the correct code is included in the packet for any WACTIV reimbursement charges.
<hr/>	The Truist monthly statement is included in the packet.
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