

Monthly P-Card Control Checklist

✓	
	Order date is recorded on the day you place the order or make the purchase.
	Authorization for purchase – initialed by responsible party.
	Vendor, purchase description, cost and chart string recorded.
	Date received and initials completed, if applicable.
	Check mark for proper documentation enclosed.
	Correct date is placed in the “Reconciled to bank statement dated” column. The “statement date” on the top of the VISA statement.
	Charges for the month have been allocated.
	Required PS report is maintained in the log. The report total and Visa total agree.
	VISA statement is maintained in the log.
	Required supporting documentation is maintained in the log. Required information must show what was purchased, when it was purchased, the cost of the item or service, how it was purchased (by credit card), and that it was shipped to either the ordering unit or the warehouse.
	Sensitive Equipment (computers/audiovisual) – reported to Inventory Control - Crystal Slowe ext. 52678
	Sensitive equipment allocated to the equipment account 7099951 and appropriate PS box is checked.
	If sales tax was charged in error, a credit was requested and noted in log.
	For outstanding charges (charges not on current month’s VISA), the face of log should be copied and put in next month’s log.
	Food purchase support includes activity flyer or notice and the names of the participants.
	Log signed and dated timely by the cardholder and supervisor.
	If the log is maintained on a spreadsheet, it conforms to the log format required by Purchasing Card Program policy (i.e., same information as on the log envelope, includes certification statement and signature lines).
	Cellular phone charges allocated to account 7030600.

Note: Place a check mark in the first column or NA if not applicable.

PROHIBITED PURCHASES:

Gifts of any kind regardless of cost and regardless of where the cost is eventually allocated (i.e., gifts for retirement, gifts in lieu of salary, gifts as appreciation for voluntary work by student or employee).

Appliances, including air purifiers, unless Environmental Health & Safety deems it necessary.

Food or beverage (e.g., water and coffee) – see P-card policy for exceptions.

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