CHECKLIST FOR SUBMITTAL OF PCARD ACTIVITY LOG AND DOCUMENTATION TO PURCHASING:

_______  Did I include my Monthly Activity Logs for each month that I used my card?

_______  Is the Pcard account number shown on each activity log? (last 4 digits only)

_______  Is the speedtype, connected to this card, shown on each monthly activity log?

_______  Is the STL (single transaction limit) noted on my log?

_______  Is my name, as the cardholder, shown on each monthly activity log?
   (The name should appear on the log as it appears on the actual card)

_______  Did the person that reviewed my log, sign their full signature to each log?
   (The reviewer has to be someone other than the cardholder. Typically this is an immediate supervisor or an Office Business Manager)

_______  When the reviewer approved and signed each log, was a date included?
   (The date the log was reviewed and approved)

_______  Did I remember to include all my receipts and signed pre-approval forms? If not, did I fill out one of the PCard Missing Receipt forms?
   (In-store receipt, online confirmation or packing slip)

_______  If I had several small receipts, did I either tape or staple them to an 8 ½ x 11 sheet of paper?
   (The file will possibly go through many hands once it reaches Purchasing; front desk, buyers, internal auditors, Board of Regents auditors, and State auditors)

_______  Did I include each of my monthly bank statements?
   (If the card is not used for a particular month, a statement will not be received)

_______  Did I include a cover sheet to identify the cardholder’s name and the account number in connection with the paperwork being submitted to Purchasing?
   (A copy of this sheet should be retained)

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