

CHECKLIST

PCard Records - Required Documentation

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

EXPENSE REPORT
<ul style="list-style-type: none"> • Cardholder and Financial Manager Signature/Date
<ul style="list-style-type: none"> • Invoice/sales receipt from the vendor and/or print screen prior to submission for online orders
<ul style="list-style-type: none"> • Business purpose written on the supporting documentation, or in the expense description field in Citi, or the transaction log/interdepartmental form
<ul style="list-style-type: none"> • Credit card slip (if available) taped on the invoice or itemized receipt
ADDITIONAL DOCUMENTATION
<ul style="list-style-type: none"> • Advertisement - Copy of the Ad
<ul style="list-style-type: none"> • F&E purchases - F&E Substantiation Form, Pre-Approval Form for F&E over \$500
<ul style="list-style-type: none"> • Flower purchases - the employee or recipient's name and their relationship to the employee –specification of illness not required
<ul style="list-style-type: none"> • Gifts for retirees and donors – Attachment B Form from OP 72.03
<ul style="list-style-type: none"> • 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
<ul style="list-style-type: none"> • Registration - the enrollment form or fee schedule detailing the charges of the conference
<ul style="list-style-type: none"> • Other items (if applicable) - deviation approval from Purchasing, and/or refund receipts
“SCAN READY” TIPS
<ul style="list-style-type: none"> • Tape down all small receipts to invoice or full size sheet of paper
<ul style="list-style-type: none"> • Write an large “X” on paper with print that you DON’T want to be scanned - Remember it will scan in both sides of paper if print exists
<ul style="list-style-type: none"> • Remove all staples
<ul style="list-style-type: none"> • Watch tape placement; tape will “fade” the printed information.
<ul style="list-style-type: none"> • If applicable, block out the 3 digit security code and the first ten digits of card number
<ul style="list-style-type: none"> • Mark out SS numbers, date of birth, driver's license numbers, patient information