

**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 **8** 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)
- _____ As the cardholder, did I sign and date each monthly activity log and also sign each monthly bank statement?
- _____ Did the person that reviewed my log, apply their full *signature* to each log and to each bank statement?

(NOTE: The reviewer has to be someone other than the cardholder. Typically this is the Department Head or can be someone designated by the Department head such as an immediate supervisor. The approver cannot be a subordinate. Example: If Joe reports to John and John has a PCard, the purchases made on John's card cannot be approved by Joe.)

- _____ When the reviewer approved and signed each log, was a date indicated?
This is the date the log was signed/approved. Also, was the Ending Date shown?
(This is the date shown on that month's bank statement)
- _____ Did I remember to include all my receipts? If not, did I fill out one of the PCard Missing Receipt forms? Did I sign this form and did I get the form approved?
(To avoid temporary suspension, note that the Missing Receipt Form should not be used more than 3 times in one year)
- _____ 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 go through many hands once it reaches Purchasing)

_____ Did I include each of my monthly bank statements? If the card is not used for a particular month, a statement will not be mailed. If I used my card but didn't get a statement, did I check with Purchasing to make sure they have my correct mailing address on file with the bank? Did I access Works and run a report that mirrors the bank statement?

_____ 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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