

**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 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, apply 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? If not, did I include a note regarding the misplaced/lost receipt?
(In-store receipt, online confirmation or packing slip)

_____ 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)