

#### XIV. Procurement Card Checklist

This checklist is provided to ensure that the required documentation has been obtained BEFORE P-Card documentation is sent to the Finance Department.

##### **Procurement Card Checklist**

**Please make sure that all items can be marked “yes,” if applicable, prior to submitting procurement card documentation to the Finance Department.**

<b>Yes/No/NA</b>	<b>Requirement</b>
_____	An original, itemized invoice/receipt is provided for each charge, including credits.
_____	A printed transaction total is shown on each invoice/receipt that matches the amount shown on the BB&T VISA statement.
_____	Restaurant receipts show a detail of the food ordered.
_____	Restaurant receipts show proof of a tip that does not exceed 20%.
_____	A list of meal attendees and the purpose of the meeting/meal has been provided for all restaurant charges.
_____	All charges are for official school business. (There are no personal charges. <i>See a list of all prohibited transactions at III. Uses and Restrictions, part B</i> ).
_____	A “Professional Leave Reimbursement Voucher” has been submitted for all <i>overnight</i> travel charges. A printed receipt from the hotel is attached.
_____	The Budget Holder has signed and approved the “Professional Leave Voucher.”
_____	The Budget Holder has signed the Department Approval List.
_____	Sales tax has not been paid on transactions, other than meals and lodging.
_____	A check with the correct code is included in the packet for any WACTIV reimbursement charges.
_____	The BB & T monthly statement is included in the packet.