

CHECKLIST FOR SUBMITTAL OF PCARD TO PURCHASING: REQUIRED DOCUMENTATION

Note: All documentation must be included with the Monthly Expense Envelopes,

For best business practices, please make copies of ALL documentation for your records.

Expense Report

- I included my Monthly Expense Report
 - Dated from the 1st of the month to end of the month
- I signed the Monthly Expense Report
- I included Budget Numbers for all Monthly Activity
- I included Descriptions for all Monthly Activity
- The expense report was completed in the Master Card Smart Data Software by the 5th of the month

Additional Documentation

Note: All documentation must be included with the Monthly Expense Envelopes

- I included all itemized sales receipts/invoices that correspond with the Monthly Activity. (And/or print screen prior to submission for online orders)
 - Small receipts; are attached to an 8 ½ x 11 sheet of paper
 - Receipts are to include the following information:
 - Purchase amount
 - Description of the item(s) purchased
 - Date of purchase
 - Vendor name and address
 - Additional items (if applicable)
 - Packing slips
 - Advertisements
 - Refund Receipts

Other

- Understanding the district is Tax Exempt, I did not pay tax
- I did not complete any non-authorized purchases

Signature:

Written Name:

Date: