

Checklist
Purchase Card Transaction Forms
Submitted to Finance Office for Resolution

- ___ P-Card Number is recorded on the form at appropriate line
- ___ Detailed Description is completed
- ___ Detailed Purpose is completed - "for Research Project" is not an acceptable purpose
- ___ Valid Budget and Fund is completed
- ___ Valid Object Code is completed
- ___ Valid Cost Center is completed
- ___ Valid Sub-Object is completed

****If the P-Card transaction is to be charged to another budget/fund in our college, please ensure that all appropriate information listed above is included from the other department so resolution can be made complete and accurate. Please include contact person information from other area on the form.*

- ___ Cardholder Signature and Date are both completed on the P-Card form and Receipt.
- ___ All appropriate backup paperwork is attached to the P-Card form - Invoice, Credit Invoice, Group Meal form, etc.

Autoposted Transactions:

If a P-Card transaction has autoposted, please be sure to include two lines of budget information as stated below.

First Line: The Default Budget/Fund, the Cost Center & Sub-Object that the Autopost Transaction and Correction Transaction are to be resolved to.

Second Line: The Valid Budget/Fund, Object Code, Cost Center & Sub-Object the transaction is to be charged against.

Please include the name and address where the completed P-Card forms are to be returned.

If any information listed above is missing, the form will be returned for completion.

Thank you for your assistance.