

# P-CARD STATEMENT CHECKOFF LIST

- ATTACH DETAILED RECEIPTS (PLEASE STAPLE TO STATEMENT)
  - CHECK OFF EACH TRANSACTION, ACQUIRE A RECEIPT FROM THE VENDOR IF IT IS MISSING
  - SALES TAX – CALL VENDOR TO REMOVE SALES TAX
  - ATTACH TRAVEL FORMS TO RECEIPTS PERTAINING TO TRAVEL
  - BUSINESS MEETING MEAL RECEIPTS – PROVIDE AN AGENDA, LIST NAMES OF ATTENDIES
  
- SIGN AND DATE ANYWHERE ON THE STATEMENT
- OBTAIN SUPERVISORS SIGNATURE
- SEND TO JULIE BROWN OR LISA STEVENS BY THE 19<sup>TH</sup> OF EACH MONTH

YOUR STATEMENT WILL BE RETURNED IF ALL ITEMS ARE NOT COMPLETE.

CHARGING PRIVILEGES WILL BE REVOKED IF STATEMENTS ARE NOT TURNED IN PROMPTLY AND COMPLETE.