

PCARD STATEMENT MONTHLY CHECKLIST:



1. Review each transaction for accuracy.
2. Number each individual transaction on the statement.
3. Number each original receipt matching the number with the number you wrote on the statement.
4. If any transaction is not to be charged to the default Cost Center/WBS Element, write the alternate number on the statement.
5. Obtain the signature of all the Cost Center/WBS Element numbers charged on the statement.
6. If any transaction on your statement should be charged to an alternate G/L Account number (usually the default is 660100/office supplies) clearly write the new number on the statement.
7. Write justifications on all receipts that do not comply with University procedures (food, gifts, etc.).
8. Send the statement with all the receipts and signatures to the Accounts Payable office by the 15th of the following month.