P CARD CHECKLIST

Documents to be submitted after using P Card:

• Copy of an order form or application, when applicable;
• Packing slip, if received, for goods from Vendor/Supplier;
• Cashier receipt or Vendor/Supplier invoice;
• A print out of the vendor hold search page for all purchases over $500, excluding emergency purchases;
• Online/Web Orders should be documented with an Order Confirmation/Receipt containing the minimum of:
  1. Vendor Name
  2. Date of Purchase
  3. Total Price with Shipping
  4. Description of Purchase/Part or Model Number
• Department order form, if applicable (this may be prepared according to departmental guidelines, but must be signed by the appropriate departmental official to document approval of the transaction
• Any applicable approved waivers
• Any Delegation Authorization forms
• Food, flowers, plants, and entertainment purchases should be documented with names of attendees/recipients, purpose of the event/purchase and date and time of the event, invitations, RSVP’s, etc.