

P-Card Checklist

All Purchases:	
<input type="checkbox"/>	An original, itemized invoice/receipt is provided for each charge, including credits. Order confirmation forms, cancelled checks, copies of bills, or billing/credit card statements are not considered a receipt.
<input type="checkbox"/>	A printed transaction total is shown on each invoice/receipt that matches the amount shown in Skyward.
<input type="checkbox"/>	Sales tax has been paid on all eligible purchases or "CT" is selected for the transaction in Skyward.
<input type="checkbox"/>	Missing receipt forms are filled out only after an attempt has been made with the vendor. If transaction receipt cannot be provided, a Missing Receipt Form is filled out and signed by the supervisor and employee or secretary.
<input type="checkbox"/>	All charges are for official district business. (There are no personal charges.)
<input type="checkbox"/>	All shipping addresses are sent to a School District address.
<input type="checkbox"/>	The report is signed by cardholder and supervisor.
<input type="checkbox"/>	ASB purchases include a prior approval form with the purchase.
Travel Purchases:	
<input type="checkbox"/>	A copy of the signed Trip Approval Request form is provided with all overnight travel purchases.
<input type="checkbox"/>	A copy of the event flyer and/or agenda is provided with all overnight travel purchases.
<input type="checkbox"/>	Food purchases while in travel status only include student travel and include names of attendees.
<input type="checkbox"/>	Rental vehicles are mid-size, cost is under \$80/day and includes insurance. Any upgrades are paid on a personal card.
Food Purchases:	
<input type="checkbox"/>	Restaurant receipts show a detail of the food ordered.
<input type="checkbox"/>	A list of meal attendees (sign in sheet if applicable) and the purpose of the meeting/meal (agenda if applicable) has been provided for all food purchases.
<input type="checkbox"/>	The total of the restaurant receipts are less than or equal to per diem including any mandatory gratuities.
<input type="checkbox"/>	Meals on the p-card are prohibited while in travel status.