

**PROCUREMENT CARD MONTHLY CHECKLIST ENVELOPE**

STATEMENT DATE: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

6211 F1

Review all purchases listed on your monthly billing statement to ensure they are accurate and complete. Match up all receipts, invoices, etc with each item listed on your bank statement. If something is incorrect on your monthly U.S. bank statement, then:

**Do not contact the purchasing dept.** Our contract with U.S. Bank requires the cardholder to follow the instructions below.

- Contact the vendor first and try to resolve the problem. If you are unable to resolve the problem then...
- Call the U.S. Bank Customer Service number 1-800-344-5696 and resolve.

**MISSING RECEIPT:** Complete the Missing Receipt Form 6211 F2 if applicable.

**AUDIT COMPLIANCE:** Complete the following information for the current month's activity and bill:

- \$ \_\_\_\_\_ total amount expended on this month's statement
- \_\_\_\_\_ total number of transactions on this month's statement
- \_\_\_\_\_ total number of attached receipts/invoices
- \_\_\_\_\_ total missing receipt forms
- \$ \_\_\_\_\_ total Utah sales tax paid for current month's transactions

**CHECKLIST:** Enclose the following in your checklist envelope:

- The original copy of your monthly billing statement
- All receipts/invoices from vendors
- Copy of Missing Receipt Form (s) if applicable
- School Check for any school account purchases made with card
  - **SCHOOL CHECK ENCLOSED:** YES \_\_\_\_\_ NO \_\_\_\_\_

**JOURNAL ENTRY FORM: If charges need to be moved from default account.**

Complete two approved and signed copies, send one to the budget dept for posting and enclose one in this Checklist Envelope.

**JOURNAL ENTRY FORM ENCLOSED:** YES \_\_\_\_\_ NO \_\_\_\_\_

**JOURNAL ENTRY FORM SENT TO BUDGET DEPT:** YES \_\_\_\_\_ NO \_\_\_\_\_

Statements are received between the 20<sup>th</sup> through 25<sup>th</sup> of each month.

**CHECKLIST ENVELOPES are due to Purchasing by the 15<sup>th</sup> of the following month. If this timeline is not followed it could result in your P-card being put on HOLD or CLOSED.**

I have reviewed all items reported on the monthly P-Card statement and assume responsibility for its accuracy.

\_\_\_\_\_  
Cardholder's Printed Full Name

Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_  
Cardholder's Signature

Date \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

\_\_\_\_\_  
Supervisor's Signature