

# 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.