



**VALDOSTA STATE UNIVERSITY
P-CARD SUBMISSION CHECKLIST**

Please use the following checklist in preparing your P-Card statement for submission to the Department of Procurement. If you have any questions please feel free to contact us. Thank you for your assistance.

Contact: Chris Poole ph #: 333-5705
Beverly Amiot ph #: 245-4393

- Include P-Card Statement
- Cardholder has signed P-Card Statement
- Manager/Supervisor has signed P-Card Statement
- Include P-Card Log from WORKS
- Cardholder has signed P-Card Log
- Manager/Supervisor has signed P-Card Log
- Transaction Description is included for each transaction on the P-Card Log (what was purchased)
- Business Purpose is included for each transaction on the P-Card Log (why it was purchased)
- Receipts/Tax Credit Memos are in the same order as transactions are listed on the P-Card Statement
- A receipt is included for each charge on the P-Card Statement. NOTE: Receipts must be original. If a receipt is lost, attempt to obtain a copy from the vendor. If a copy of a receipt is provided, also provide a detailed explanation of why the copy was provided. If the receipt is lost, attempt to obtain a copy from the vendor. If the receipt is lost and attempts to obtain a copy from the vendor are unsuccessful, then provide a Lost Receipt Affidavit. The following must be present on a receipt in accordance with State of Georgia and Board of Regents P-Card policy (an "Invoice" showing all of the information below with a \$0.00 balance is called a "Zero Dollar Balance Invoice" and is considered a receipt):
 - Date of the transaction
 - Supplier/Merchant/Vendor name and other pertinent information (such as location) clearly noted
 - Itemized list of items purchased (or returned) including quantity, description, unit price and total price
 - Line showing no sales tax was added to the transaction
 - Total transaction amount

As applicable: (file with receipt)

- Evidence of a refund request is included for any tax charged and the vendor's response
- Tax Credit memo, or copy of original receipt, is included when the current P-Card statement shows a tax credit and this tax credit is a reimbursement of tax charged on a previous P-Card statement
- Advertisement and list of attendees is included for conference (must include "Who, What, When, & Where")
- Field trip authorization or approved authority to travel is included
- List of students who traveled is included
- Advertisement and list of individuals who consumed food is included (must include "Who, What, When, & Where")