

PROCARD HOLDER ACTIVITY LOG AND SUPPORTING DOCUMENTATION
INSTRUCTIONS

I. Procard Holder Activity Log

A. Required Information

1. Cardholder/Buyer Name
2. Month and Year
3. Transaction date
4. Merchant/Vendor name
5. Buyer Procard Number assigned to requisition
6. Department I.D. and ACCT (Expense code) to be charged
7. Description of item(s) purchased
8. Transaction amount.
9. Freight amount (enter "0" if none, don't leave blank)
10. Total transaction amount including freight charges will populate.

B Required Signatures

1. Cardholder
2. Cardholder's Manager/Supervisor
3. Procurement Card Program Administrator or Agency Fiscal Officer

II. Required Documents

A. Bank Statement

B. Cardholder Activity Log

C. Requisition (Required for Buyers Only)

D. Document listing items purchased, cost per item, total cost and Procard assigned transaction number on upper left:

1. Purchasing Card Charge/Credit Slip
2. Itemized invoice, sales slip, or credit memo
3. Itemized packing slip
4. Itemized cash receipt
5. Itemized repair order

E. Document showing receipt of items by the University: (At a minimum must include signature of receiver and date received.)

1. Purchasing Card Charge/Credit Slip
2. Itemized invoice or sales slip
3. Itemized packing slip
4. Itemized cash receipt
5. Itemized repair order

F. Other Documentation

1. Explanation for not having required document
 - a. Merchant/Vendor did not provide invoice, I requested copy on (date).
 - b. No packing slip or receiving document provided, have verified orally that items were received on (Date).
2. Any other explanations to explain lack of required documentation or for clarification.

III. Submission of Documentation

A. Statement

1. For each transaction listed on the Bank Statement there must be documentation provided (this includes credits), if no documentation exists then a written justification must be provided stating reasons documentation cannot be provided.
2. For each transaction listed on the Bank Statement there must be a corresponding item listed on the Cardholder Activity Log.
3. Supporting documentation must be submitted in the order it appears on the Bank Statement.

B. Cardholder Activity Log

1. Credit transactions must be listed on the Log.
2. All transaction appearing on the Log that are not on the current month statement must be carried forward to the new monthly log.

C. The monthly submission deadline for the statement, log and supporting documentation is the 15th of the following month.

D. Documents should not be stapled, but should be held together by paper clips. (This can reduce the time it takes to scan documents in half