

P-Card Checklist

- Print Statement of Account**
 - Statement is available after the last business day of each month
Print statement in portrait view. For instructions: <https://und.edu/finance-operations/procurement-and-payment-services/p-card/general-information.cfm>

- Attach All Invoices/Receipts and Supporting Documentation**
 - All invoices/receipts must match with the amount on the Statement

- Sign Statement of Account**

- Have Appropriate Reviewer Review and Sign Off on your Statement of Account**

Supporting Documentation

- Waivers**
 - Waivers are given to purchases to remove the restriction on the purchase of unallowable items

- Membership/Dues Justification**
 - **All payments for membership and service club dues must include a statement explaining the business purpose**, why it is required, and the benefit to the University. The original invoice must be included.

- Travel Related Purchases**
 - **All payments for travel must include the business purpose.**
 - Provide itinerary for Airline/Amtrak Tickets

1. The Statement of Account and supporting documentation **must be emailed to und.pcstatement@und.edu by the 20th of each month.** Receipts should be in chronological order.

The email should be submitted with the following information in the body of the email in this exact format:

EMPLID: 0123457

Name: Smith,John

Last 4 digits of account number: 0123

Two Digit Month: 10

Calendar Year (YYYY): 2017

List your last name comma first name (without spaces). The two digit month is the month of the statement i.e. if the header of the statement reads "For Transactions posted between 09/30/2017 to 10/31/2017" the month is 10 for October. The subject line of the email is up to you, and leaving off any logos, etc. while formatting the email as "plain text" will be helpful in making sure your submission does not end up residing in an error queue.

2. Late and uncompleted paperwork will result in Cardholder Disciplinary Action. See Purchasing Card Manual for offences: <https://und.edu/finance-operations/procurement-and-payment-services/p-card/general-information.cfm>