# 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](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. Include the waiver # on the corresponding line item of the statement.

☐ **Membership/Dues Justification**
- **All payments for membership and service club fees 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 must be submitted with the following information in the body of the email in this single spaced format:
   **EMPLID**: 0123457
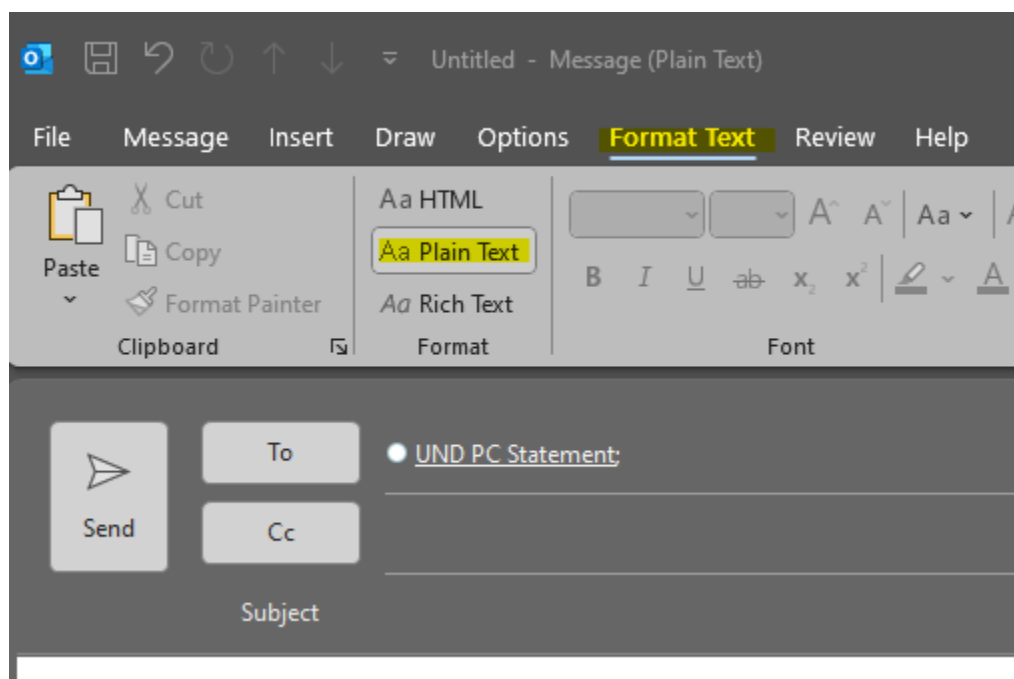   **Name**: Smith,John
   **Last 4 digits of account number**: 0123
   **Two Digit Month**: 10
   **Calendar Year (YYYY**): 2017

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. There is no requirement for the email subject, however your email must be sent in Plain Text, otherwise your statement may be forwarded to an error queue.

2. Late and uncompleted paperwork may result in Cardholder Disciplinary Action. If you will need additional time, please contact UND PCard Administrator at und.pcard@und.edu. ThePurchasing Card Manual covers potential offenses: https://und.edu/finance-operations/procurement-and-payment-services/p-card/general-information.cfm

   How to convert to plain text in the Outlook Desktop app:



   Cloud version of Outlook (classic ribbon):

Cloud version of Outlook (simplified ribbon):