

## **Morgan Community College Procurement Cardholder Checklist**

Cardholders are responsible for submitting a **complete** Statement Packet to their Approving Official by the **5<sup>th</sup> of each month** following the statement closing date.

### **Your Statement Packet must include the following:**

- Copy of **Citi Statement**
- Completed **Procurement Card Log Sheet**. (Optional)
- **Receipts/invoices for each transaction** along with **date and signature of receipt** of goods.
- **Additional details** about transactions when necessary. i.e. sign in sheets, where items were used, pending corrections or refunds.
- Review to ensure that **no sales tax** was charged.
- **PCard Pre-Approval emails** for each transaction.
- Copy of the **reallocation screen** (Banner) for each transaction.
- **Documentation of Lost or Unavailable Transaction Information Form** when necessary.
- Signed **Monthly Certification & Approval** Form.
- Submit entire packet to your Approving Official by the **5<sup>th</sup> of each month**.