P-Card Quick Reference: Reconciliation Checklist

Documentation

- ✓ Does my documentation meet all documentation requirements necessary for my P-Card transactions?
- ✓ Is all of my transaction documentation in a **PDF document**?
- ✓ Has all of my transaction documentation been scanned and attached to its related transaction?
- ✓ Have I checked to make sure I can download and read clearly the attachment?

Business Purpose

- ✓ Have I included a business purpose for each transaction?
- ✓ Does my business **purpose tell the "why" it was purchased and/or "how" it is being used for Shepherd business?**

Receiving Documentation

- ✓ Have I documented that the goods and/or services were received and the **actual date** that the goods and/or services were received?
- ✓ If I haven't received the goods and/or services, have I explained why?

Commodity Lines

- ✓ Have I deleted all extra commodity lines?

Funding

- ✓ Have I coded the transaction to the proper budget and account code?

Proved It?

- ✓ Did I prove with the documentation provided, that the purchase made was in line with all policies & procedures?

P-Card Quick Reference: Purchasing Rules

PROHIBITED P-CARD PURCHASES

Personal Purchases

A purchase on the P-Card of goods and/or services that have no business justification.

Examples:

- × Fuel for personal vehicle
- × Amazon Video/Music

Restricted Purchases

A purchase on the P-Card of goods and/or services that have an approved business justification but are not allowed to be made on the P-Card by the cardholder.

Examples:

- × gift card purchases **WITHOUT** prior authorization
- × fixed asset purchases (a single item of $1,000 or more)
- × an expense for a service/repair **WITHOUT** an approved requisition
- × an expense totaling $1,000 or more **WITHOUT** an approved requisition
- × purchases in association with a fundraising event
- × employee meals purchased in travel status (not associated with an approved hospitality or approved team/student travel or activity
- × association and membership dues

Non-Allowed Purchases

A purchase on the P-Card of goods and/or services that does not have a direct gain to the cardholder to be considered personal and doesn't meet the criterial of a restricted purchase.

Examples:

- × Donations to Organization/Fundraiser