Monthly Procurement Card Checklist

For each month that you have charges and/or credits on your Procurement Card, you must submit:

_____ Cardholder certification page (signed & dated by cardholder and supervisor).

_____ Citibank credit card statement.

_____ A completed Purchase Requisition for each invoice or a completed

Justification Log.

_____ Itemized invoices & receipts for each of the charges/credits as shown

on your statement.

_____ Invoices & receipts should include "received date & signature" or "okay to

pay & signature".

_____ Confirm that sales tax has not been charged.

_____ If sales tax has been charged, you as the cardholder have notified the

vendor to process a credit.

Once signature is obtained from your supervisor, the above listed material must be submitted to the Purchasing & Accounts Payable Office, Bush Hall 149, no later than the 16th of each month. Please contact Liz Brown at x4503 (brownee@delhi.edu) with any questions.