Monthly Checklist

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

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

_____   Citibank credit card statement

_____   Completed Purchase Requisition for each invoice or 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 - card holder has notified vendor to process a credit

Once signature is obtained from the supervisor the above listed material should be submitted to Purchasing , Bush 149, within the 7 day certification window and no later than the 15th of each month. Please contact Kerri Bassett at x4502 (bassetke@delhi.edu) or Casey Flynn at x 4504 (flynncd@delhi.edu) with any questions.