

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).

_____ Chase 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 the signature is obtained from your supervisor, the above-listed material must be submitted to the Purchasing Office, Bush Hall 149, (procurement@delhi.edu) no later than the 15th of each month. Please contact the Purchasing office with any questions.