Pcard Expense Report Checklist

Gift card purchase?		If yes, is completed gift card form attached? If not, return the report to the cardholder with a request to include and resubmit.	
Purpose and benefit included in comment/business purpose section in expense report?			If no, return the report to the cardholder with a request to include and resubmit
HEF Acct – is an allowable object code being used?			If no, return the report to the cardholder with a request to correct and resubmit
State taxes?		If yes, are they reconciled to local account and is there a statement regarding an attempt to recover? If not, return the report to the cardholder with a request to include and resubmit.	
Personal purchase?		If yes, is reimbursement included? If not contact cardholder to reimburse the expense and follow up until this is resolved.	
Controlled item or capital asset?		If yes, was prior approval granted by Director of Procurement to make purchase, and was Asset tag # included? If not, return the report to the cardholder with a request to include and resubmit.	
Split purchase?		If yes, the Director of Procurement should be immediately notified.	
Rental of equipment over $500?		If yes, was prior approval granted by Director of Procurement to make purchase? If not, return the report to the cardholder with a request to include and resubmit.	
Purchase of IT Hardware or Software over $500?		If yes, was prior approval granted by IT and Director of Procurement? If not, return the report to the cardholder with a request to include and resubmit.	
Business Meal?		If yes, is Business Meal Form included and properly completed to include proper signatures? If not, return the report to the cardholder with a request to include and resubmit.	

Final Check

Matching Receipts, Invoices and Quotes? (to include electronically uploaded credit card receipts which can be found under **Receipt's** tab in the Concur Expense Report. Please select **View Receipts in new window**)		If yes, ready to approve.	If no, return the report to the cardholder with a request to include and resubmit.
Money Owed by Employee?		If yes, is there a receipt showing deposit inside of the report? If not, return the report to the cardholder with a request to include and resubmit.	If yes, ready to approve.
Is an appropriate account being used?		If yes, ready to approve.	If no, return the report to the cardholder with a request to correct and resubmit