

ACCOUNT EXECUTIVE PCARD STATEMENT APPROVER CHECKLIST

- Statements should be reviewed and signed within 30 days of receipt. They are sent out around the 15th of each month.
- Direct the cardholder to organize the statement and relevant receipts in a manner that is presentable to you.
- Verify that all transactions include an original receipt for items on statement.
- If there are missing receipts, have the card holder obtain the receipt by contacting the vendor.
- Check that there are no Utah sales tax charges. If taxes are charged, have the card holder contact the vendor to have them refunded.
- Verify that the purchases are for a work-related purpose.
- Make sure the following has not occurred:
 - no restricted purchases have been made
 - order splitting to avoid a procurement threshold
 - another person other than the cardholder has used the card.
- Sign and date the statement on the right signature line on the statement.
- PCard documents should be kept in chronological order by date and must be kept for 7 consecutive years. Documents older than 7 years can be destroyed.
- Please be advised that violation points are given under certain circumstances, see Usage Violation chart.

Usage Violations

150 POINTS = CARD REVOKED

Points	Description
150	Personal Purchase
150	Split Transaction
50	Non-Cardholder
30	First Missing Document
15	Each additional Missing Document
30	Missing Signature each occurrence
10	Sales Tax Charges each occurrence
10	Business Purpose each occurrence

Purchasing Card

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