

## **Procurement Card Monthly Checklist - Liaison**

- Verify all documents are in packet (Statement, Activity Certification, Certification Sheet, Receipts and required travel documents)
- Check for appropriate signatures (Cardholder, Liaison, Program Manager)
- The total must match the statement from Bank of America
- Verify the funding is correct specifically the Grant
- Make sure you have an invoice for every purchase
- Ensure the receipt has all the required information
  - Date of purchase
  - Vendor name
  - Vendor address
  - Itemized list of items purchased/ clear, detailed description of service
  - Unit Price
  - Total price
  - Total amount of Sales tax, if any
  - Total amount of shipping/freight, if any
  - Quantity
- Verify State Contract vendors apply discount (e.g., Lowes)
- Verify that if the item purchased is on State Contract that the item was purchased from the contracted vendor (Note: State Contracted items must be purchased using a PO – report findings to P-card Administrator)
- Verify that no items were purchased from another State Agency (Must use a Funds Reservation)
- Verify that no office supplies or IT supplies or services were purchased using the P-card (Must use a PO)
- Check for split purchases
- All travel documents are included with employee number (300 #)
- All IT purchases have IT approval dated prior to purchase
- Correct any errors (If errors can't be corrected, report to P-Card Administrator)
- Sign the TL
- Forward to Program/Department Manager for Signature