

## P-card Package Procedures

- Organize receipts in the order they appear on the monthly statement.
  - An itemized receipt is required for each transaction regardless if it's a charge or a credit. An itemized receipt is a receipt that shows what was purchased, how many and the cost.
  - Credit card transaction slips are not acceptable, but it is okay to have the merchant write the required information on the credit card transaction slip to satisfy the itemized receipt requirement if they cannot supply an itemized receipt.
- Fill in the log for each transaction in the order it appears on the monthly statement.
  - Fun Facts: Funds are three digits and units are four digits.
- In the top, right corner of each receipt, write the number that corresponds with the line number on the log and circle the number.
- Sign/Date the log and statement.
- Have the package approved by your supervisor.
- Scan the log, statement and receipts. Each receipt must be on its own page – do not double/triple up on receipts on a single page.
  - For Cheyenne staff, a hard/paper copy is acceptable.
- Email the completed p-card package to your accounting representative no later than the 3<sup>rd</sup> of each month.