# PCard Transaction Checklist

## All Transaction Documentation

The items below apply to all PCard transactions and should be checked during each review prior to reconciliation or approval. If a transaction is missing any of these items, it should be corrected or sent back to the cardholder for corrections or additional information.

|  |  |
| --- | --- |
|  | All item(s) purchased are allowable for PCard ([Restrictions/Limitations List](https://financialservices.arizona.edu/payments/pcard/manual/8#8_1)) |
|  | There is a copy of the receipt attached |
|  | The receipt is itemized and can be clearly read (If itemized receipt is not present, a completed Missing Receipt Form must be attached) |
|  | The items on the receipt are consistent with the stated business purpose |
|  | The transaction contains all required supplementary documentation if applicable (i.e. travel auth, conference materials, etc.) [PCard documentation requirements](https://financialservices.arizona.edu/payments/pcard/guidelines) |
|  | The receipt is consistent with the object code used |
|  | Purchase is marked tax exempt when applicable (communications, dues, chemicals for R/D, etc.) |
|  | Taxed purchases and services are not assessed use tax |
|  | Business Purpose |
|  | There is a complete business purpose listed for the purchase (who, what, when, where, and why?) |
|  | The business purpose can answer the question “How did the purchase benefit the UA” |

## Travel Documentation

This section is specific to any PCard purchases made for travel, including for conferences, recruitment, or any other business purpose. **Note:** Travel Authorization number must be included on *all* travel related purchases prior to travel date.

|  |  |
| --- | --- |
|  | Airline Purchase |
|  | Name of traveler is listed on the itinerary |
|  | Travel Authorization number is referenced in document or attached to eDoc |
|  | Traveler affiliation to the University is provided |
|  | If an alternate route or dates were selected, a comparison of charges (Direct vs. alternate route) to justify the expenditure is provided |
|  | Purchase does not include unjustified upgrades |
|  | Conferences |
|  | Attendee’s name is on the receipt |
|  | Conference flyer and agenda is attached |
|  | Travel Authorization number is referenced in document or attached to eDoc |
|  | Citizenship and UA affiliation of the attendee is provided |
|  | Rental Vehicle |
|  | Driver’s affiliation with the UA is provided |
|  | The receipt does not contain additional insurance |
|  | Travel Authorization number is referenced in document or attached to eDoc |
|  | Hotel/Lodging |
|  | Lodging costs do not exceed accepted rate without a justification |
|  | Travel Authorization number is referenced in document or attached to eDoc |
|  | Lodging is not for anyone other than the traveling UA personnel. |

## Fuel Purchases

|  |  |
| --- | --- |
|  | For University vehicle – eDoc contains University Vehicle Tag # and VIN or License Plate # |
|  | For rental vehicle – eDoc # associated with purchase of rental vehicle |
|  | Fuel purchased was not for a personal vehicle |

## Business Meeting/Entertainment Purchases

|  |  |
| --- | --- |
|  | Itemized receipt includes tips and the total transaction amount that matches UAccess Financials |
|  | An agenda of business topics discussed during meeting is provided |
|  | List of all attendees and their affiliation with the University is provided |
|  | Tip does not exceed 20% of pre-tax amount |
|  | Receipt does not include alcohol purchases or other personal expenses |

## Miscellaneous

|  |  |
| --- | --- |
|  | Recruiting expenses (including job ads) include the UA Career job posting number |
|  | Candidate agenda is attached which includes days/times and who they are meeting with |
|  | Purchases made for persons outside of the UA are citizens and the business relationship to the UA is listed (*except* for recruiting expenses). |
|  | Cell phone payments include full call log and the detail is reviewed to show which calls, if any, were personal. |