

Minimum Documentation Required For Purchasing Card Transactions

Acceptable Purchasing Card Transaction documentation can be a receipt (preferred), a packing slip, order status report, order confirmation report, an invoice receipt, or a like item and must include the following:

1. Date
2. Vendor name
3. Description of merchandise/service
4. Two of the three: unit cost, quantity, line cost
5. If you have multiple shipments and a list of items were purchased, before scanning in to Skyward, circle the cost of the items on the list that are charged to that transaction.

Shopping cart screen prints, quotes, or any other pre-order documentation is not acceptable.

Suggestions for a smoother audit:

- If the vendor does not include these three pieces of information: unit cost, quantity, and line cost: write in the missing quantity or cost on the documentation before scanning and attaching to the transaction.
- Instruct cardholders to turn in the packing slips, on most occasions they will suffice as documentation. Do not ask the vendor for an invoice. The correct term regarding a Purchasing Card transaction is a "Receipt". Vendors can not create an invoice for a credit card purchase.
- Do not scan in unnecessary documentation and attach it to the transaction. For example, if you have a five page list of items purchased and only two pages are items that total the amount of the transaction, scan in only those two pages.
- Before submitting the transaction in Skyward, open up the attachment and make sure that all pertinent information is readable (for example, not too light).