

# DAQ P-Card Basics (31Aug09)

## After each purchase

1. Only the cardholder (person whose name is on the card) may make purchases with the P-card.
2. All P-card purchases require a receipt that shows the dollar amount and date of the purchase and what was purchased.
3. A **copy** of the receipt should be signed, dated, have “P-card Purchase” and the DAQ RE # written on it, and turned into the Budget Office within three (3) days of purchase.
  - a. **Do not** include a copy of the packing slip or the RE
2. A print out of the approved order from the Office Supply Website “Order Tracking” website should be printed as a receipt for Office Supply orders.
  - a. **Do not** print the confirmation email that is sent once the order has been approved.
3. Receipts should be on one side of the paper. No double-sided receipts.

## Monthly Statement

1. The **original** receipt and packing slip should be submitted to the Budget Office with the monthly statement.
2. Receipts and packing slips should be put in the same order as listed on the statement.
3. Monthly Statements should have the following:
  - a. P-card holder’s signature
  - b. P-card holder’s supervisor’s signature
  - c. One (1) Purchase Log listing each purchase/Credit
    - i. One line per purchase (not per item)
    - ii. Give a summary of the purchase, ex: “Office Supplies” or “Hardware”
  - d. Original receipts
  - e. Packing slips
4. Statements should be sent to the Budget Office no more than ten (10 days) from the date on the statement.