

Did You Remember To...

- Obtain supervisory approval for all purchases?
- Sign and date gold envelope (cardholder & supervisor) within 30 days of closing of the billing cycle?
- Put required documentation in the gold envelope?
(Receipt/packing slip/paid invoice/hotel receipt/internet confirmation order)
- Put monthly VISA statement in the gold envelope?
- Put required PeopleSoft Report for all chartstrings in gold envelope?
- Enclose copy of the Inventory Addition Form for purchases of sensitive equipment that was faxed to Inventory Control? (if applicable)
- Enclose copy of US Bank (if applicable)?
- Enclose copy of P-card Maintenance form (if applicable)?
- Enclose copy of P-card Supervisor Maintenance Request form (if applicable)?
- Enclose copy of Missing Receipt form (if applicable)?

NOTE: All gold envelopes and p-cards are to be secured in a locked area in the department where only the authorized department personnel have access.