

Pcard Expense Report Checklist

Reviewer Name; If Delegate, add name of Supervisor after your name.			
Gift card purchase?		If yes, is completed gift card form attached? If not, return the report to the cardholder with a request to include and resubmit.	
Purpose and benefit included in comment/business purpose section in expense report?			If no, return the report to the cardholder with a request to include and resubmit
State taxes?		If yes, are they reconciled to local account and is there a statement regarding an attempt to recover? If not, return the report to the cardholder with a request to include and resubmit.	
Personal purchase?		If yes, is reimbursement included? If not contact cardholder to reimburse the expense and follow up until this is resolved.	
Purchase over \$500?		If yes, was the Comptroller Vendor search completed on State Comptrollers website and attached to the transaction/expense report? If not, return the report to the cardholder with a request to include and resubmit.	
Split purchase?		If yes, the Procurement Coordinator should be immediately notified.	
Rental of equipment over \$500?		If yes, was prior approval granted by Director of Operations to make purchase? If not, return the report to the cardholder with a request to include and resubmit.	
Purchase of IT Hardware or Software?		If yes, was prior approval granted by ITS? If not, return the report to the cardholder with a request to include and resubmit. *note, purchases over \$500 must be purchased in AggieBuy with prior approval	
Business Meal?		If yes, were the 5 w's included and properly completed? If not, return the report to the cardholder with a request to include and resubmit.	
Using a State Account?		If yes, was prior approval granted by the Associate VP for Finance & Controller and/ or Associate Controller and Director of Accounting? If not, return the report to the cardholder with a request to include and resubmit.	
Purchasing Alcohol?		If yes, was prior approval granted by the Office of the President? If not, return the report to the cardholder with a request to include and resubmit.	
Purchasing Flowers or Plants?		If yes, was prior approval granted by the Divisional VP, Provost or the Office of the President? If not, return the report to the cardholder with a request to include and resubmit.	