

Purchasing Card Transactions Documentation Reference Sheet

1. Supplies & materials: Cash register receipt or invoice showing, for each item purchased:
 - a) Transaction date
 - b) Merchant name
 - c) Line Item Quantity
 - d) Line Item Description
 - e) Line Item Unit price
 - f) Line Item Total
 - g) Total amount of charge (must equal amount shown on monthly billing statement)
 - h) No tax charged
2. Dues & Subscriptions: Order form or renewal form showing:
 - a) Name of publication
 - b) How long subscription is for
 - c) Name of employee for whom paid
 - d) Relevance to job duties, if not obvious from the title
3. Group Meals – as defined by State Accounting Office Travel Regulations for State employees
 - a. Prior written authorization from Department Head
 - b. Roster signed by all attendees
 - c. Copy of meeting agenda
 - d. Invoice showing
 - e. Description of meal
 - f. Unit cost of each meal
 - g. Total cost of purchase
 - h. No tax charged
4. Monthly Statements / Multiple Invoices:
 - a. Copy of merchant/vendor statement
 - b. Appropriate invoice(s) as described above
 - c. Adding machine tape attached showing that total of individual invoices balances with total of statement
5. Airline Tickets – invoice/itinerary showing:
 - a) Total cost
 - b) Name of passenger(s)
 - c) Dates of travel
 - d) Origination and destination points
6. Printing/advertising:
 - a) Copy of invoice showing:
 - b) Date of invoice
 - c) Merchant/printer name
 - d) Quantity
 - e) Description of what was printed
 - f) Unit price
 - g) Total line item amount
 - h) Total amount of charge (must equal amount shown on monthly billing statement)
 - i) No tax charged
 - j) Copy of advertisement, brochure, or other printed document
7. Freight charges:
 - a. Package Delivery – invoice or receipt showing sender, recipient, amount of charge
 - b. Over-the-road freight carrier
 - i. Origination point
 - ii. Destination point
 - iii. What was shipped
 - iv. Amount of charge (must equal amount shown on monthly billing statement)
8. Conference/training registrations – In addition to the invoice, official brochure or registration form showing:
 - a. Name of company or sponsoring organization
 - b. Dates of the conference/training/seminar
 - c. Agenda showing topics covered
 - d. Name of attendee(s) and their job titles
 - e. Relevance to job duties if not obvious