Monthly P-Card Processing Checklist:

1. Verify the correct Billing Cycle is selected in Citibank (provided in monthly email).

2. All charges should have a purpose/benefit, account, cost center and object code. If a grant project ID is used, delete the budget reference (ex. BP2025)

3. Run and print the Expense Report.

4. All corresponding receipts are attached.

5. Block out sensitive information such as the full 16 digit card number. The last four digits are acceptable.

6. Ensure that taxes are excluded from all transactions. The only exceptions to this requirement are with food merchants (ex. Jason's Deli, Frank's Pizza, Chick-Fil-A) and out-of-state merchants with no branches in Texas. Please note that vendors such as Walmart, Target, Costco, and Sam's Club do not qualify as food merchants and will require the taxes to be removed from all purchases (even if only food was purchased).

7. For all purchases over $500, include a screenshot of the vendor hold status

8. For business meals, include necessary documentation such as the names and number of attendees. Sign-in sheets are recommended.

9. Obtain required signatures (cardholder, supervisor, VP, etc.)

10. Upload the backup in PeopleSoft Finance and verify that the correct Billing Cycle Month and Fiscal Year is selected (provided in monthly email).