

Procurement Card Monthly Checklist – Program Manager

- Verify all documents are in packet (Statement, Activity Certification, Certification Sheet, Receipts and required travel documents)
- Check for appropriate signatures (Cardholder, Liaison, Program Manager)
- The total must match the statement from Bank of America
- Verify the funding is correct specifically the Grant
- Make sure you have an invoice for every purchase
- Ensure the receipt has all the required information
 - Date of purchase
 - Vendor name
 - Vendor address
 - Itemized list of items purchased/ clear, detailed description of service
 - Unit Price
 - Total price
 - Total amount of Sales tax, if any
 - Total amount of shipping/freight, if any
 - Quantity
- Verify State Contract vendors apply discount (e.g., Lowes)
- Verify that if the item purchased is on State Contract that the item was purchased from the contracted vendor (Note: State Contracted items must be purchased using a PO – report findings to P-card Administrator)
- Verify that no items were purchased from another State Agency (Must use a funds reservation)
- Verify that no office supplies or IT supplies or services were purchased using the P-card (Must use a PO)
- Check for split purchases
- All travel documents are included with employee number (300 #)
- All IT purchases have IT approval dated prior to purchase
- Correct any errors (If errors can't be corrected report to P-Card Administrator)
- Sign the TL and the certification
- Forward all documents to: pcard@scmd.sc.gov