

## Reconciling Purchasing Card Checklist

### Business Purpose

- 8-digit Union account
- What department/who the purchase is for
- When and where it will be used
- Why the purchase was needed
- Reason on why it couldn't be purchased in ShopUW

The business purpose should have enough detail that someone who has no idea what your department does would be able to audit the transaction and would understand the reason for the purchase without any further questions. Also if you use an acronym, please spell it out at least once in your business purpose.

### Attachments

#### Online purchases 3-way match:

- Order confirmation email
- Itemized receipt – needs to have item quantity, item price, item description, and total
- Signed and dated packing slip to show all items were received

#### Food or items Purchased for meeting:

- Roster
- Meeting Agenda/event details
- Itemized receipt – needs to have item quantity, item price, item description, and total

#### Staff Social Events:

- Roster
- Official Function Form
- Itemized receipt – needs to have item quantity, item price, item description, and total

#### Student Lodging:

- You must put the full address of lodging in the business purpose
- Roster and number of people per room
- Dates of stay
- Itemized receipt showing cost per night and with proof of payment