



MCLA Procurement Card Requirements Checklist

This checklist provided by MCLA's Administration & Finance (A&F) office is intended to serve as a supplemental aid to cardholders in meeting all monthly requirements for their MCLA procurement card. Completion of this checklist is not required. Cardholders should refer to the current Procurement Card Policies and Procedures for full details and requirements.

- Accounting codes and transaction descriptions submitted in Smart Data by the 5th of the month
- No unauthorized restricted commodities without prior A&F approval (see Restricted Commodities section in the policy)
- Every transaction shown on the statement has a corresponding original, itemized receipt*
- Monthly statement is included with your supporting documentation. You may submit the mailed statement or print it from Smart Data via "Account Activity" > "Account Statements".
- Grand Total on your Expense Report matches the Net Charges total on your monthly statement. The Expense Report dates should always span from the 1st of the month to the last day of the month to support this reconciliation.
- Expense Report has been reviewed and signed by the cardholder's VP or ECM
- All required documentation is received at the A&F office by the 15th of the month

*For transactions without an original, itemized receipt (see Cardholder Review of Account in policy):

- Contact the vendor for a duplicate receipt. If vendor successfully provides a duplicate copy of your receipt, note on the receipt that this is a duplicate copy provided by the vendor.
- If vendor cannot produce a duplicate, complete a Lost/Missing Receipt Form.

*Meals also require the following (see Restricted Commodities in policy):

- Prior Vice President (VP) or Executive Cabinet Member (ECM) approval evidenced by an email
- List of attendees
- Agenda

*Emergency purchases on the weekend for restricted commodities also require the following (see Emergency Purchases in policy):

- VP or ECM approval no later than the following Monday evidenced by an email