



Pcard Log Instructions

Pcard logs are required from each cardholder each month that cardholder has a statement issued by Bank of America. The cardholder is responsible for accessing the Bank of America Global Card Access website and obtaining a copy of the current statement. The following steps must be completed to submit a log correctly.

1. Email notice that statements are due via email received from Procurement Pcard program manager, currently Rachel McCutcheon.
2. Retrieve your statement from Bank of America Global Card Access site.
3. Complete Excel Pcard log using the following guidelines
 - a. Complete the header of the log with cardholder name, department number, last four digits of the card, and the statement date.
 - b. Complete FOAP information must be entered for each line.
 - c. Purchases are broken out into the appropriate account code. This means the card holder may have to enter multiple lines for one transaction on the log. For instance, if you purchase office supplies and an ink cartridge on the same transaction, you must record the office supplies into the 703916-account code and the ink cartridge into the 703985-account code. This will involve calculating the correct tax amount for each charge. It is best to put separate account code commodities on separate transactions to avoid manual calculations. Consult the index and account code list for FOAP information. Current copies of these lists are available at atu.edu/purchasing.
 - d. At minimum one line must be entered on the log for each charge.
 - e. Before completing your log, verify that the total on your log and the total on the statement matches. If not, find the error and correct the log.
 - f. Do not change formulas on the log. There are a few simple formulas built into the spreadsheet that must be left as is. **Email a copy of your Excel log to pcard@atu.edu.**
4. Print the completed log and sign, obtain your supervisor's signature. Be sure to include your email and telephone number in the signature block.
5. Receipts must be included for each charge according to the guidelines below.
 - a. Must include detailed description of purchase. A receipt with a total only does not qualify as a valid receipt. If you purchase from a vendor using a Square or similar device, you must obtain a separate detailed receipt.
 - b. Receipts must include

Date

Amount of charge

Line item detail of purchase

Tax amount -If charged

Shipping address for on line purchases

Form of payment-This is typically included when a credit card is used.

6. Include pages from conference agenda indicating date and location for any registration purchased.
7. Obtain an approved gift/prize/award form from the controller for **all** giveaways. If the prize totals over \$75, have the winner complete and sign page 3 of the form and submit back to the Controller's Office. Include a copy with your Pcard log.