

### **P-Card Transaction Log Instructions:**

The P-Card Transaction Log is a monthly log used to reconcile statements from Bank of America. You will be responsible for printing your statement from the Bank of America website. Statements are usually available by the 16<sup>th</sup> of each month. After printing the statement, a transaction log must be completed with receipts attached for each transaction and returned to Procurement Services with a copy of the log must be emailed to the Accounts Payable Office, in a timely manner so the bill can be paid.

1. Complete the cardholder name, department name, last 4 digits of card number, cycle dates (this runs from the 16<sup>th</sup> of the previous month to the 15<sup>th</sup> of the current month).
2. List all transactions and credits from the billing statement. Be sure to break down total cost of items, sales tax, and shipping costs.
3. List Banner Account Number, Fund Org, Acct, and Prog.
4. All receipts must be taped to an 8.5" x 11" sheet of paper and submitted to Procurement with PCard transaction log.
5. Obtain Cardholder's signature and P-Card Liaison's signature  
*Note: If the cardholder and liaison is the same person, the log must be signed by the department head or another person within the department. Two signatures are required on the P-Card log.*
6. Send log with receipts to **Procurement Services**.
7. Email copy of log to Accounts Payable (smitchell@atu.edu)

\*Note: It is important that this log be completed and sent to Procurement and Accounts Payable by the deadline each month.

\*\*If all items of the P-Card transaction log are not complete and in Procurement Services and copy of log to Accounts Payable by the required date, your P-card may be suspended.

**DEADLINE FOR THE LOG WILL BE 3 WORKING DAYS FROM THE DATE OF THE STATEMENT.**