

Building/Dept.: _____

Statement Closing Date: _____

Month/Year

PO #:

Contact Name: _____

Approved: Yes

Control Account: 4484-9150-0100- _____

Received: Yes

PO Total \$: _____

VISA/PRO

VISA PROCARD CHECKLIST

Include ALL of the following:

- Copy of your emailed statement & summary sheets
- Completed individual logs with:
 - ✓ Account numbers listed on log
 - ✓ Receipts attached to individual log
 - ✓ Log signed by cardholder

Include any of the following, if needed:

- Status of Missing Receipt Forms
- Reimbursement of Sales Tax Forms (with cash attached)
- Statement of Questioned Items Forms

IS PO RECEIVED?

IS PO APPROVED BY ALL APPROVERS?

HAYSVILLE USD 261

PURCHASING CARD LOG - INDIVIDUAL

Cardholder: _____

Card Number: 4484-9150-0100

Statement Start Date: _____

Statement End Date: _____

Trans- action Date	Vendor	Description	Account Number	Amount	Rec'd Y/N

NOTE: Each item above MUST have a receipt and this form MUST be signed.

Signature: _____

Date: _____

Total