

NKU Monthly Compliance Checklist for PCARD

Have you made sure that: ✓

- Cardholder has original receipts for all items on statement. _____
- All charges adhere to the [Discretionary Expenditure Policy](#)/Prior Approvals. _____
- All charges have been reconciled to the correct cost center and G/L account. _____
- No Kentucky sales taxes have been charged, other than tax on prepared food. _____
- The amounts charged match the receipts. _____
- Orders over your transaction limit have not been split into multiple charges. _____
- If a receipt contains your entire PCARD number the number has been marked through or blacked out on the receipt. _____
- Equipment purchases greater than \$500 have been reported to the Manager of Asset Accounting (ex: computers, furniture, software). _____
- The monthly “Accounting Code Detail” report from the [5/3 SDG2](#) system has been signed and dated by cardholder. _____