



SPCC Payment Card File Checklist

A Payment Card File holds all information related to the current billing cycle's purchases and includes all charge card documentation. The file must be shared with the cardholder manager, Procurement Services, or those in the audit function upon request.

Payment Card Files should be separated by billing cycle and held together in a manila folder, binder clip, or like manner. A list of [billing cycle dates](#) can be found on the Procurement Services website. A printed copy of the billing statement must be included in each file for that corresponding billing cycle. For **EACH** transaction, verify that you have the following:

- ✓ All required approvals or waivers needed for your purchase. (Ex. technology requests approved by IT, signed Business Meal and Food Approval Forms, Sodexo waivers for food/catering over \$100, VCE Release Waivers, etc.)
- ✓ The purchase is made with a state or University exclusive/mandatory source (VCE, TSRC, etc.), with a UMW or other available contract, or with a Department of Small Business and Supplier Diversity (DSBSD)-certified micro business.
 - ✓ If the purchase is not made on a contract, not exempt per the small purchase procedures, not a mandatory source for that item (ex. VCE for furniture, TSRC for office supplies), and is not made to a DSBSD-certified Micro business, documentation is provided to justify the purchase.
 - Micro quote justification/documentation could include DSBSD* or website search screenshots or written notes of phone calls which include the name of the company, name of the person or web site from which you received the quote, the date, and the reason you did not purchase from the micro vendor, non-responsive requests (vendor has not responded within 24-48 hours), Micro quote is over 5% the total cost of a non-certified vendor, and/or the micro vendor cannot meet your needs as specified.
 - *DSBSD website area searches should only be performed if you need to physically pick up the item from the store or perform an over-the-counter transaction
- ✓ eVA Purchase Orders (including confirming orders) are completed for each purchase, unless exempt per the Small Purchase Procedures. If only the PR (purchase requisition) is printed, write the full PCO (purchase card order) number on the requisition.
- ✓ Invoices, Receipts, and/or proof of payment which include at a minimum the following information: item(s) purchased, itemized amounts of the purchase, vendor name, payment date, and confirmation of the charge to the payment charge card. A zero-balance receipt is preferred, but other proof of payment documentation may be accepted.
- ✓ Any applicable credit memos for returned items, items charged in error, or tax refunds.
- ✓ Give your completed Payment Card File to your supervisor for review prior to Works Sign Off Deadlines.

REMINDERS:

- For Cardholders, three (3) years of your most recent Payment Card File must be available for internal or external audit or public review.
- If issues are discovered during the file review, resolve as quickly as possible. Contact Procurement or Accounts Payable for assistance.