P-Card Goods and Services Expense Report Checklist

A monthly **P-Card Goods/Services Expense Report** will be required for any good and/or service purchases made on your P-Card. This Expense Report will serve the same purpose as the P-Card Reconciliation Packet.

Checklist

- [ ] **Reviewed Report Header**
    - Correct billing cycle dates
    - Appropriate options were selected in the following fields:
        - Policy— selected *State P-Card*
        - Report Name— correct naming convention
            - Format: [Month] [Year] Pcard
            - Example: Sep 2017 Pcard
        - Billing Period Start Date
        - Billing Period End Date
        - Division
        - Department ID
        - Fund
- [ ] **Attached receipts for each expense - required receipts attached**
- [ ] **Reviewed Expenses**
    - P-Card expense amount was selected appropriately
    - P-Card expense amount is within the department’s budget
    - Expense(s) have been itemized and match with the amount spent
    - Receipts are attached to every expense
    - Appropriate expense allocations were made *(if applicable)*

If you need to allocate an expense, refer to the Allocating Expenses Travel Expense Instructions for more information.

Check for any expense requiring the following attachments:

- [ ] **IT Authorization # / Email Confirmation**
- [ ] **Directive 11 (D11)**
- [ ] **Q# / Email Confirmation**
- [ ] **Membership Justification Form**
- [ ] **Lost/Missing Receipt Form**
- [ ] **Receipts**

Need more help?

Contact Concur Support at concur@fullerton.edu or at 657-278-3600.