

To: All P-Card Cardholders, Approving Officials, Department Heads and Facilitators

From: Annette Evans, Procurement Officer

All p-card holders and administrators are reminded of the following requirements:

1. Secure Your P-Card Number

To help prevent fraud and misuse of p-cards, cardholders should not allow anyone to have access to receipts or invoices that display the complete p-card number and/or expiration date.

All card program personnel are reminded that account numbers must not appear on invoices, receipts or other documentation that may be viewed by others. In those instances where the p-card number appears on receipts, invoices or other documentation, the cardholder must black out the p-card number. The cardholder should also black out the expiration date if it appears on any documentation.

2. Obtain Detailed Receipts/Invoices

All card program personnel are reminded that every effort should be made to obtain detailed receipts/invoices that have line item descriptions and pricing. This type of documentation is much preferred over explanatory notes added by the cardholder.

If the vendor will not provide a detailed receipt or invoice, the cardholder should refer to the p-card manual, section 9.6, entitled "Ensure Adequate Documentation is Obtained and Exists," which states: "If receipts do not provide sufficient detail to identify what the purchase is and what the business reason is for the purchase, the Cardholder should include additional details documented on the receipt, transaction log or other supporting documentation."

Again, the above approach of using cardholder notes to provide details should only be used as a last resort after all attempts to obtain detailed receipts/invoices have been exhausted.