

Purchasing Card Transactions Documentation Reference Sheet

1. Supplies & materials: Cash register receipt or invoice showing, for each item purchased:
 - a) Transaction date
 - b) Merchant name
 - c) Line Item Quantity
 - d) Line Item Description
 - e) Line Item Unit price
 - f) Line Item Total
 - g) Total amount of charge (must equal amount shown on monthly billing statement)
2. Subscriptions:
 - c) Name of employee for whom paid
 - d) Relevance to job duties, if not obvious from the title
3. Group Meals – as defined by State Accounting Office Travel

Regulations for State employees

- a. Prior written authorization from Department Head
- b. Roster signed by all attendees