

Business and Finance Travel, and P & T Card Checklists

Transaction Log

- ☐ Name of Department and Name of Budget are listed
- ☐ Banner Org Number is listed
- ☐ Purchasing cycle dates are correct
- ☐ Vendor, date, and amount are correct and listed
- ☐ Cardholder and Department Supervisor have signed before submitting

Receipts

- ☐ Receipts are itemized
- ☐ Amount on statement matches the receipt
- ☐ Receipts are legible

Travel Roster

- ☐ Official Travel Roster is fully executed when traveling with students

Business Hotel, Meals, and Vehicle Rental Documentation Form

- ☐ Form is completed and included with documents
- ☐ Hotel Name column is filled out (if applicable)
- ☐ Meals column is filled out (if applicable)
- ☐ Rentals column is filled out (only for car rentals)
- ☐ Hotel Contract

Bottom of the Business Hotel, Meals, and Vehicle Rental Documentation Form

- ☐ Business purpose is completed- Destination is stated
- ☐ Place and purpose of meals are documented

Questionable Purchases

- ☐ MVSU P & T Card Purpose Label Form is completed
- ☐ Purchase is clearly explained/justified
- ☐ Form is signed