NKU Monthly Compliance Checklist for PCARD

Have you made sure that:

- Cardholder has original receipts for all items on statement.  
- All charges adhere to the Discretionary Expenditure Policy/Prior Approvals.  
- All charges have been reconciled to the correct cost center and G/L account.  
- No Kentucky sales taxes have been charged, other than tax on prepared food.  
- The amounts charged match the receipts.  
- Orders over your transaction limit have not been split into multiple charges.  
- If a receipt contains your entire PCARD number the number has been marked through or blacked out on the receipt.  
- Equipment purchases greater than $500 have been reported to the Manager of Asset Accounting (ex: computers, furniture, software).  
- The monthly “Accounting Code Detail” report from the 5/3 SDG2 system has been signed and dated by cardholder.