

BANK OF AMERICA
VISA PURCHASING CARD PROGRAM
CARD HOLDER CHECKLIST

eVA Used As Required Yes No

DUE BY THE 7th

YES	NO		DATE
		Log Sheets	
		All blocks filled and required information attached; i.e. packing slips, receipts, DO/PCO, waivers from contract usage.	
		Separate log for each different budget	
		Items purchased not on VISA Statement —highlighted with a note :Missing from Statement” and a copy being kept for next month’s statement.	
		Account code correct for item(s) purchased.	
		Amount matches vendor receipt.	
		NO CHARGES FOR STATE TAX.	
		Items returned for credit noted.	
		Computer hardware/software purchases. Approval by IITS. Copy of DO/PCO attached to log.	
		Mandatory Sources Used - Release authorization from Purchasing attached to log.	
		Registrations charged — Accounts Payable notified for overnight trips.	
		Writing instruments (pens, pencils, etc.) ordered from Contract — VIB used unless release is obtained from Purchasing.	
		NO purchases from Foundation, Agency, and Student Activity funds. — State Funds Only— 1-, 3-, 5-, 7-.	
		Reconciliation & payment sheet	
		Dept. Head/Approving Signature	
		Cardholder Signature	
		Total purchases by account code – listing Banner index codes	
		Total amount matches VISA statement	
		Keep copies of all documents for department file for audit. Originals go to Accounts Payable.	
		Orders from the INTERNET- attach a copy of order screen that shows the “address window” reading https://.	
		Order submitted in the eVA system.	
		eVA exclusion - # of exclusion from list	
		eVA exception--- non-eVA vendor-2% charge to department	
		Over the counter (pick-up) order	