



**Material Management and Purchasing**

GE MASTERCARD PURCHASING CARD PROGRAM

CARD HOLDER CHECKLIST eVA used as

Required

Yes  No

DUE BY THE 6th

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 Mastercard Statement —highlighted with a note :Missing from Statement” and a copy being kept for next months statement.	
		Account code correct for item(s) purchased.	
		Amount matches vendor receipt.	
		<b>NO CHARGES FOR STATE TAX.</b>	
		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 finds. — State Funds codes 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 Mastercard 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 on the eVA system.	
		eVA exclusion - # of exclusion from list	
		eVA exception-non-eVA vendor-2% charge to department	
		Over the counter (pick-up) order	