

Northland Community and Technical College

P-Card Receipt Form

Staple receipts to back of this form and forward to your supervisor.
Supervisor's forward to your campus Business Office.

Cardholder Name _____

Statement Date _____

Supervisor Signature _____

Have you ...

- ✓ **Checked each receipt to ensure it is a detailed receipt** and not just the credit card slip with only the vendor name and dollar amount on it?
- ✓ **Reallocated using the correct cost center & object code?**
- ✓ **Entered descriptions?**
- ✓ **Approved** your transactions online?
- ✓ **Paid tax?** If so, have you contacted the vendor for a refund?
Remember - tax is paid on prepared food and lodging only.
- ✓ **Included the special expense form** for meals served to state employees (i.e., meetings)?