

**UNIVERSITY OF MASSACHUSETTS AMHERST
PROCARD LOG**

INSTRUCTIONS

It is recommended that you use this log, or a similar log of your own design, to help you to keep track of your Procard purchases and receipts. The information that it contains also will help you to reconcile your monthly Procard statement. See the Procard User Guide, Chapter 2 Procard Record Management, for complete details on Procard record keeping procedures.

Following are the instructions for how to maintain your Procard Log:

- ACCOUNT/OBJECT CODE:** The account number and object code assigned to your Procard.
- VENDOR ORDER #:** Many vendors will assign an order or a confirmation number to your shipment. If so, make sure that you make a note of it here.
- DATE ORDERED:** The date you placed the order.
- HOW?:** P = Phone M = Mail I = In Person
- VENDOR NAME:** The vendor with which the order was placed.
- GENERAL DESCRIPTION:** A general description of the item(s) purchased, e.g., office supplies. Line item detail is unnecessary for the log but is essential on the support documentation (receipt).
- TOTAL PRICE:** The total cost of the order. Do not forget shipping charges, if applicable.
- DATE RECEIVED:** The date the order was received.
- PARTIAL/FINAL?:** Was it a partial shipment, or have all items been received? P = Partial F = Final
- RECEIPTS? Y/N:** Make sure that you have evidence (proof) of delivery of the materials (sales receipt, cash register receipt, vendor order form, packing list, etc.) which contain the line item detail of all materials you have received. If you don't have, OBTAIN IT. THIS IS THE CARDHOLDER'S RESPONSIBILITY. It must be available for audit purposes.
- STATEMENT RECONCILED?:** Check here when the purchase (whatever you have that serves as the receipt) has been reconciled and stapled to your monthly statement. If you find that you are missing documentation, inform your Records Manager, and request additional time to obtain/locate the missing receipts(s). The vendor may be able to provide you with duplicates, if not, complete the Procard Missing Itemized Receipt/Documentation Affidavit.