
P-CARD Checklist

P-Card Packet must contain the following documents in the following order:

- ☐ U.S. Bank Statement with Cardholder and Approver Printed Name, Signature, and Date.
- ☐ AA 18 - All applicable fields including: quantity, unit, description, and unit price must be completed. (*See attached is not acceptable on the AA18*)
- ☐ GEN 1387 (all pages required) and all corresponding quotes.
 - Page 1 - Completed by Program
 - Page 2 - Terms and Conditions
 - Page 3 - Must be completed and signed by all responding vendors
 - Page 4 - Completed by Program
- ☐ Std. 204, Payee Data Record of the selected Business Vendor.
- ☐ Approved itemized invoice with **OK TO PAY or PAID STAMP**.
Invoices are **REQUIRED** for every transaction.
- ☐ Packing slips or documents indicating stock was received, signed, and dated by the receiver (**DATE STAMP**)
- ☐ P-Card Log - List to show invoice payment for each transaction in the same order as on the Bank Statement. Both Cardholder and Approver must sign and date.
- ☐ P-Card Checklist.

For Fair & Reasonable (F&R) Purchases under \$10,000.00 please refer to the F&R guidelines at <https://www.dgs.ca.gov/PD/Resources/SCM/TOC/15/15-10>.

Transactions must be reconciled in Fi\$Cal and the packet uploaded to each transaction. Email a copy of the P-Card Packet to PCARDINTAKE@dss.ca.gov for back-up.

P-Card Packets are due to the Approver by the 7th and the P-Card Unit by the 10th of the month.

Any P-Card Packet that does not comply with the requirements listed above will not be processed and will be returned to the Cardholder for correction.

By signing below, I acknowledge that I have reviewed the P-Card Packet and verified all transactions have been reconciled in Fi\$Cal.

Signature _____ Date _____
Card Holder

Signature _____ Date _____
Approver