

Monthly P-Card Processing Checklist:

1. Verify the correct Billing Cycle is selected in Citibank (provided in monthly email).
2. All charges have a purpose/benefit, account, cost center and object code.
2. Citi form is printed in "Expand All" view.
3. All corresponding receipts are attached.
4. Obtain cardholder and supervisor(s) signatures.
5. Upload backup in PeopleSoft Finance; verify the correct Billing Cycle Month and Year are selected (provided in monthly email).