

## CHECKLIST

Use this checklist before submitting your monthly paperwork to Procurement.

- Bank statements are available to print on or around the 26th of each month.
- Complete the redistribution as the transactions hit Workday
- Detailed description for each transaction
- All receipts and necessary forms are uploaded to each transaction.
- Transaction log signed and dated by you and your supervisor
- Bank statement signed and dated by you and your supervisor
- Send statement and log to Procurement by the 12th of each month

## QUICK TIPS #2

### ELIOR Food Service

Each Elior Charge Should Have:



- Receipt
- Signed Food Service Approval Form
- List of Names of Who Attended the Event

### Travel

- University procurement cards are not to be used for any travel expenses. All travel must either be on a University Diners Club travel card or paid by the employee and reimbursed once the trip is complete. The use of a procurement card for travel may result in an automatic suspension of your procurement card for 45 days.



### Tax Exempt

Remember we are Tax Exempt

- If tax is charged on a purchase, please contact the vendor and have them issue a credit back to your pro-card  
This is extremely important!
- For auditing purposes we must show that the tax amount was reimbursed back to the University.
- Please have the vendor issue a credit immediately in order to avoid being personally responsible for repaying the tax amount.



### Stand-Up Desk

Stand-Up Desks must be approved by the ADA Office.  
Please contact Ben Brauer at x3035 or [btbrauer@frostburg.edu](mailto:btbrauer@frostburg.edu)

