

MWA Best Practice Purchase Card Transactions Retention File

Transactions are approved in PCMS on the following screen. Print a copy of this screen before saving. Staple this to the front of the AD700 followed by any receipts, confirmations, or any other notes related to the purchase.

Once all transactions are reconciled, run the Cardholder Report in PCMS to include all transactions that were just approved. Clip this report to the top of all transactions (the packages from above) included on the report.

Transactions are then reconciled in CATS on the CC WIP Screen, which automatically updates the Cardholder's Purchase Log. Once all transactions have been updated, print the Credit Card Purchase Log (see next page) from the reports button. This log includes all the Cardholder's purchases for a particular fiscal year.

File the PCMS Cardholder Reports with all attachments in a file set up per fiscal year, keeping the most recent report in front. Then place the Credit Card Purchase Log report from CATS in the front of that file. Replace with a current log each time transactions are reconciled.

Purchase Cardholders Purchase Log from CATS

CATS - CRIS Allocation Tracking System - LGETTING(2004) - [Credit Card Purchase Log]

Zoom 100%

CREDIT CARD PURCHASE LOG

CARDHOLDER NAME: Lisa Gettinger

CC ORDER NUMBER	REQ NUMBER	ORDER DATE	VENDOR	DESCRIPTION	TOTAL COST	DATE REC'D	APPROVE DATE (NFC)	REMARKS
4-LG00001	4-3601-915-15035	12/2/2003	Boise Cascade Office Products	CD Label Kit	\$25.42	12/3/2003	12/16/2003	
4-LG00007	4-3601-915-15067	1/26/2004	Boise Cascade Office Products	folders and clips	\$12.09	1/27/2004	2/10/2004	
4-LG00006	4-3601-915-15066	1/26/2004	KM2 Incorporated	Folders and Pens	\$137.72	1/28/2004	2/10/2004	
4-LG00003	4-3601-915-15049	1/6/2004	GSA Advantage	Calendar Board	\$51.23	1/14/2004	1/21/2004	
4-LG00004	4-3601-915-15064	1/26/2004	Office Depot	Green Classification Folders	\$54.20	1/28/2004	2/10/2004	
4-LG00002	4-3601-915-15036	12/2/2003	Scooter Software	Software License	\$30.00	12/8/2003	12/16/2003	
4-LG00005	4-3601-915-15065	1/26/2004	Maintenance Warehouse	Space Heater	\$27.56	1/30/2004	2/10/2004	
4-LG00009	4-3601-915-15113	2/25/2004	DIOSH Day	OSHA Training	\$150.00	2/25/2004	3/8/2004	
4-LG00015	4-3601-999-99046	3/31/2004	Broadspire (formerly NATLSCO)	Columbia 3_2004 IAQ Study dust analysis	\$16.00	3/31/2004	4/15/2004	
4-LG00008	4-3601-999-99035	2/9/2004	Galson Laboratories	Monitor Badges	\$575.00	2/10/2004	3/4/2004	
4-LG00013	4-3601-999-99042	3/11/2004	Environmental Microbiology Lab	Mould etc. sample media	\$118.75	3/16/2004	3/29/2004	
4-LG00014	4-3601-999-99045	3/22/2004	Environmental Microbiology Lab	3_2004 Columbia IAQ Study bio sample analyses	\$305.00	3/23/2004	4/12/2004	
4-LG00010	4-3601-999-99043	3/12/2004	Environmental Monitoring System		\$655.71	3/15/2004	3/22/2004	
4-LG00012	4-3601-999-99044	3/12/2004	Merchandise Distributors	H18 Digital Video Tapes	\$37.80	3/15/2004	3/29/2004	
4-LG00011	4-3601-999-99041	3/11/2004	SKC	IAQ Study Supplies	\$169.30	3/12/2004	3/22/2004	

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CARDHOLDER TRANSACTION REPORT

15 APR 2004

Purchase Dt	AC	Merchant Name	City	ST	***Accounting Information ***		
Amount	Acctg ST	Comments	Description		Dist Amount	BOC	Accounting
07 Apr 2004	A	Broadspire Services Inc	310-7120198	FL	\$16.00	2670	4013601999
\$16.00	P		Total Dust Analysis – 999 – 99046				

CREDIT CARD PURCHASE LOG

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4-LG00001	4-36Q1-915-15035	12/2/03	Boise Cascade Office Products	CD Label Kit	\$25.42	12/3/03	12/16/03	
4-LG00007	4-3601-915-15067	1/26/04	Boise Cascade Office Products	Folders, clips	\$12.09	1/27/04	2/10/04	
4-LG00006	4-3601-915-15066	1/26/04	KM2 Incorporated	Folders, Pens	\$137.72	1/28/04	2/10/04	
4-LG00003	4-3601-915-15049	1/6/04	GSA Advantage	Calendar Board	\$51.23	1/14/04	1/21/04	
4-LG00004	4-3601-915-15064	1/26/04	Office Depot	Green Class Folders	\$54.20	1/28/04	2/10/04	
4-LG00002	4-3601-915-15036	12/2/03	Scooter Software	License Software	\$30.00	12/8/03	12/16/03	
4-LGO0005	4-3601-915-15065	1/26/04	Maintenance Warehouse	Space Heater	\$27.56	1/30/04	2/10/04	
4-LG00009	4-3601-915-15113	2/25/04	DIOSH Day	OSHATraining	\$150.00	2/25/04	3/8/04	
4-LGOO015	4-3601-999-99046	3/31/04	Broadspire (formerly NATLSCO)	Columbia 3-2004 IAQ Study dust analysis	\$16.00	3/31/04	4/15/04	
4-LG00008	4-3601-999-99035	2/9/04	Galson Laboratories	Monitor Badges	\$575.00	2/10/04	3/4/04	
4-LG00013	4-3601-999-99042	3/11/04	Environmenta I Microbiology Lab	Mold etc. sample media	\$118.75	3/16/04	3/29/04	
4-LGOO014	4-3601-999-99045	3/22/04	Environmenta I Microbiology Lab	3-2004 Columbia IAQ Study bio sample analyses	\$305.00	3/23/04	4/12/04	
4-LG00010	4-3601-999-99043	3/12/04	Environmenta I Monitoring Syste		\$655.71	3/15/04	3/22/04	
4-LG00012	4-3601-999-99044	3/12/04	Merchandise Distributors	HI8 Digital Video Tapes	\$37.80	3/15/04	3/29/04	
4-LG00011	4-3601-999-99041	3/11/04	SKC	IAQ Study Supplies	\$169.30	3/12/04	3/20/04	