



COMMERCE BANK CREDIT CARD – PROCUREMENT CARD LOG

This is an official document and is subject to audit. Your signature, along with your Budget Manager's & Supervisor's signature means this document is an accurate and truthful claim.

As a reminder, Jefferson College **is tax exempt**.

Submit Procurement Card Log within 5 Business Days of the Issuance of the Statement.

Detailed receipts for all purchases are required. Copies are acceptable. Original receipts are not required. Full sheets of paper are preferred.

Procurement Logs should tie out to the statement balance including any credits, fees or taxes for which you may have had to reimburse the college.

All amounts on the Procurement Card Log should be easily identifiable in the back up documents. If multiple back up documents represent a single number on the log the requestor should to provide a document explaining the math.

Procurement Cards should not be shared, the **individual** that the card is issued to is **responsible** for documenting **all** payments made with their card.

If the Procurement Card is compromised or lost it is the cardholder's responsibility to alert Commerce, cancel the card, get a new card issued and to inform the business office of the issuance of a new card.

Reference

Procurement Policy and Guidelines (Rev. 6/08/2023) can be found on **MyJeffco**. Information on **PURCHASING CARDS** can be found under section IX. Page 18.

Click your way there: **MyJeffco – Employee – Other – Finance and Administration – Forms** – lots of useful stuff here!