Procurement Cards Minimum Documentation Requirements

To help minimize the workload associated with assembling required documentation, an outline of the minimum documentation requirements for Pro-Card (all 3 card programs) transactions is provided below. This information will also be available on the Card Program Services website http://businessservices.berkeley.edu/cards.

Principle:
Documentation in sufficient detail to demonstrate what was ordered, what it cost, what was received, and that the purchase was approved by an appropriate official is necessary to support the payment requested.

Documents Required:
Order Approval: a proper order document must indicate in reasonable detail what was ordered, to what chartstring(s) the order should be charged, and contain an approval from the individual responsible for the fiscal management of the chartstring such as a PI, their delegate, or a department manager. Authorized Signers in high-volume departments that want cardholders pre-approved to purchase certain goods within certain departmentally-set constraints without individual order approval should keep a document on file stating the applicable constraints in detail. An individual “order document” can be an internal paper departmental order form, an electronic ordering system with appropriate electronic controls and approvals, or an email. The approval can be electronic or a wet signature.

What was purchased and how much it cost: can be documented by invoice, receipt or other similar document from the vendor, in paper or electronic form. It must include information on what was ordered, how many, at what price, and the total transaction amount paid.

What was received: can be documented by a packing slip, an in-house receiving system, or an email or note from the receiver indicating what was received.

The Reconciler collects and reviews these documents as part of the reconciliation process, redistributes charges as necessary, and changes the transaction status to "verified" in BFS when complete. Approvers can use this documentation to conduct their review before changing the transaction status to “approved” in BFS. Once the documentation and charges have been reviewed and reconciled, and the status changed to “approved” within BFS, the required administrative review has been performed. Departments are not required to have Reconcilers or Approvers sign and date paper copies of the documentation. This reconciliation and approval process must be completed within 15 calendar days of the Staging Date.

While we believe the outline above meets the minimum documentation requirements for most fund sources on campus, it is possible that some fund sources may have more restrictive documentation requirements. In that case, the more restrictive requirement should be followed. Please contact prchelp@berkeley.edu for additional assistance.