

## **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.
3. Print out Expense Report.
4. All corresponding receipts are attached.
5. Obtain required signatures (cardholder, supervisor, VP, etc.)
6. Upload the backup in PeopleSoft Finance and verify that the correct Billing Cycle Month and Fiscal Year is selected (provided in monthly email).