

PURCHASE CARD FILE ORGANIZER (Micro-Purchase Threshold)

(Note: This Purchase Card File Organizer sheet must be included in the documentation for each purchase made with the Purchase Card or Convenience Check at or below the Micro-Purchase Threshold (\$2,500). The Purchase Card file must include documents which support the purchase, e.g. approvals, PCMS reconciliation screen print.

1. PROCUREMENT REQUEST (PR):

- AD-700
- Electronic Request
- Verbal Request given by _____ on _____
Briefly describe the requested supplies/services _____

- Other, Explanation GSA Customer Supply Order Form

2. FUNDS AVAILABILITY:

- Budget/Funds Officer certified the PR
- Funds verbally certified by _____ on _____
Accounting: _____, BOC: _____, Amount \$ _____
- Funds Availability roll down from PR # _____, PR Current Balance \$ _____
PR Remaining Balance after this purchase \$ _____
- Other, Explanation _____

3. APPROVALS: (State Office Only)

- Advisory and Assistance
- Checklist Using Private Sector Temporaries from Human Resources
- Information Technology Clearance
- Telecommunication Clearance
- Annual Waiver Request Item listed in AGAR Advisory #52
- Other, Explanation _____

4. RECEIPT AND ACCEPTANCE:

- Receipt/Acceptance was received from the person that requested the supplies/services.
- Verbal Receipt/Acceptance provided by _____ on _____
- Other, Explanation Receipt/Acceptance from cardholder. Packing slips attached, if available.

5. AUDIT/CLOSEOUT PURPOSE:

- Reconciled in PCMS on _____, Amount \$ _____ **OR** attach the PCMS Screen Print
- Other, Explanation _____