

## PROCARD HOSPITALITY CHECKLIST

**ProCard report description field**

- Should include event name and date

**Legible and complete scans**

- Documents should be clearly scanned so all relevant information is visible

**Itemized receipt**

- Should show sales tax, tip, and service fees, if applicable
- Total should match transaction amount on ProCard report
- If the total does not match, please make a note on the receipt explaining the discrepancy
- If detail is missing and a more detailed receipt cannot be obtained from the vendor, please make a note on the receipt with the missing details

**Hospitality Justification Form**

- Must be fully approved
- Event name, event date, and chartfields should match the receipt and the description on the ProCard report
- If any of the information listed above does not match, please make a note explaining the discrepancy

**Guest list or flyer**

- A guest list, sign-in sheet, or invitee list must be attached for small events with a known list of invitees or attendees
- An event flyer, advertisement, or open invitation is sufficient for large events with an unknown number of attendees

**Correct account code charged**

- If Official Guests were invited to the event, charge account 660828
- Otherwise, use account 660090
- Reference the campus Hospitality Policy for the definition of an Official Guest