

RRCC

TOP 10 Best Practices for Cardholders

1. Immediately call the bank if your card is lost or stolen.
Add Citibank's Customer Service number 1-800-248-4553 to your cell phone contacts.
Also, email renee.archuleta@rrcc.com as soon as possible.
2. Use the card for official RRCC business only. All purchases must be in compliance with State Fiscal Rules, Procurement Code and RRCC internal policies and procedures.
3. Ensure **original** supporting documentation is attached to your statement for each transaction.
The following are **REQUIRED**:
 - a. An **itemized list** and a **clear detailed description** of what was purchased are required.
If necessary, make a note identifying **what** was purchased.
 - b. **State the business purpose of the purchase on the header sheet.** This will help support the need for the expense and alleviate a follow-up request from Purchasing.
Ex. Pizza Hut: "food for advisory council" and attach official function form.
4. Immediately review your receipt and double check to verify no taxes were charged.
If sales tax was charged, request a refund from your vendor.
5. If applicable, attach email approvals granting prior authorization for your purchase to your statement as supporting documentation. (IT, Purchasing, Approving Official, etc.)
6. Mark your card or keep it separate from personal cards if you carry it in your wallet. If going on vacation, take your card out of your wallet and put in a secure location.
7. If going on an extended leave (i.e. medical) give your card to the Program Administrator (Renee Archuleta). It will be stored in the safe until you return.
8. Put "PCard statement reconciliation" on your calendar as a reoccurring meeting. This will remind you to work on your statement (i.e. the 1stth of each month).
9. Each cardholder should have an individual file dedicated only to PCard purchases. Be sure to let your Approving Official know where to locate this file.
10. Keep a log or use the email notification to double check that you have a receipt for each transaction.