

1.3 Department P-card Transaction Descriptions Best Practices

For audit purposes, please provide a detailed description of the business purpose of your purchase along with the receipt submitted to your Business Assistant. For example, if your purchase was made for lab supplies, please provide the specific project name the supplies will be used for. Only providing the index number does not provide sufficient information.

For purchases categorized as Memberships and Dues, please provide a detailed description of the professional benefits you receive from the membership, such as access to journals, networking, conferences, etc.