

CREDIT CARD PURCHASES UPDATE

To: All Subrecipients

From: Capt. Chris Reinfurt, Director, Homeland Security Unit

Date: November 29, 2005

A new requirement has been requested by the Department of Public Safety accounting division when submitting reimbursement for purchases that were paid with a credit card.

If a purchase is made and charged to a:

1. **personal credit card** the following is needed:

- a. a copy of the invoice from the vendor with invoice number and date
- b. a copy of the credit card statement with the charge
- c. a copy of the credit card statement showing the payment

1. if the credit card is paid by an individual a copy of that check is required
2. then a copy of the check from the sub-recipient reimbursing the individual is also required
3. if the credit card is paid on-line, a copy of the payment confirmation sheet verifying payment details is required

2. **company (sub-recipient's) credit card** the following is needed:

- a. a copy of the invoice from the vendor with invoice number and date
- b. a copy of the credit card statement with the charge
- c. a copy of the credit card statement showing the payment or a copy of the check paying the credit card service.

1. if the credit card is paid on-line, a copy of the payment confirmation sheet verifying payment details is required

3. **If the purchase is an on-line purchase**, the following is needed:

- a. a printout of the confirmation to include:
 - 1. confirmation number
 - 2. items ordered
 - 3. date of order/purchase
 - 4. how purchase was paid

- b. a copy of the credit card statement with the charge

- c. a copy of the credit card statement showing the payment or a copy of the check from the sub-recipient to the credit card service.
 - 1. if the credit card is paid on-line, a copy of the payment confirmation sheet verifying payment details is required and supporting bank statement showing that the payment was processed.