

P-CARD RECONCILIATION FORM

- **Supply/Goods or services less than \$4,999.99** (excluding membership dues of any kind)
- Accompany with a vendor quote or email from vendor with quantity, description & pricing
- Be sure that vendor does NOT charge a credit card fee, if so, you must use the Payment Request Form
- Make sure to let the vendor know that we are tax exempt and not to include a charge for tax on the quote. (Please print & complete Tax Exemption Form, from forms library, and send to vendor)
- Flashcart vendor orders below \$4,999.99
- Conference Registration below \$4,999.99
- Airfare below \$4,999.99, if over this amount please use your personal credit card and request reimbursement via the Expense Reimbursement (Chrome River) tab via Flashline)