PCDO COVER SHEET

Name: ________________________________

Pcard Period ___/ 15 / ___ - ___/ 14 / ___

PCDO eDoc Number: ____________________

KFS Checklist:

☐ Was item(s) received
  ☐ Enter received date

☐ Updated account numbers (if applicable)

☐ Updated object codes (if applicable)

☐ Split transactions (if applicable)

☐ Attach ALL receipts and this cover sheet to edoc (receipts must include log/transaction number, account number, object code, completion date and purpose for purchase)

☐ “Approve” edoc

☐ Attach this coversheet to transaction receipts and submit to Business Office by the 23rd of the month

______________________                     ______________________
I have completed all                                  Date
the steps listed above (Initials)

Business Office Use

Verified By: _____________
Date Verified: ____________
PCDO Approved By: ________