

Agricultural Sciences and Marine Science Business Center (AMBC)
Purchasing (VISA) Card Submission Process
Effective August 1, 2010

- Card custodian will accumulate all receipts for each VISA transaction for the month. The card custodian is responsible for maintaining the purchasing log, and retaining the original backup documents and copies of the bank statements for seven (7) years.
- All transactions will be posted to the AMBC Purchasing Log. Use one line for each purchase. If a purchase is charged to more than one index, use additional lines as needed. The purchasing log can be found at: <http://oregonstate.edu/fa/bc/ambc/resources/forms>. When the period is finished, the card custodian will reconcile the purchasing log to the bank statement, and have the budget authority review and sign the bank card statement. This can be either the original statement or a printout from the US Bank website. Contact Rose Hamilton in Business Affairs if you need assistance accessing the website. Rose.hamilton@oregonstate.edu
- Print out the completed purchasing log, obtain the card custodian signature (and budget authority signature if desired), blackout all but the last six (6) digits of all instances of the account number and scan the purchasing log, supporting documentation, and a copy of the signed bank statement to:
 - Mail - AMBC, 108 Hovland Hall, Attn: P Card
 - Email scanned copies:
AMBC.ClientFinanceandAccountingInquiry@oregonstate.edu
 - Scan to network folder using one-touch button.
 - Hand deliver to 108 Hovland Hall- Reception
- Send the bank statement with the original signature to Business Affairs with all but the last six (6) digits of the account number removed , attention Rose Hamilton: rose.hamilton@oregonstate.edu
- Please note: This process may be used for any period of time which works best for your organization (weekly, monthly, etc.) The P Card must be reconciled at least once per fiscal year quarter.