

This checklist is to assist you in providing all relevant information to your administration assistant / delegate to ensure they are in a position to complete the Concur acquittal process for your ANZ Purchasing Card.

Table of questions:

Questions		Tick box	
1	ANZ purchasing card statement provided	YES	NO
2	Account codes per transaction provided, excluding the posting code (there may be more than one account code for an individual transaction)	YES	NO
3	Business purpose per transaction provided	YES	NO
4	Tax invoices provided for each transaction NOTE: A tax invoice must be provided for each transaction >\$100 Statutory declarations will only be accepted for each transaction <\$100	YES	NO
5	If NO for question 4, you must obtain a duplicate tax invoice from the supplier for each transaction >\$100	YES	NO
6	If a tax invoice has not been provided for each transaction <\$100, have you provided statutory declarations for each of these transactions (Form 576)	YES	NO
7	Have you incurred any AIRFARE or ACCOMMODATION expenditure	YES	NO
8	If YES , a Travel Diary has been completed for each trip (Form 570)	YES	NO
9	Have you incurred any ENTERTAINMENT expenditure	YES	NO
10	If YES , a listing of the attendees has been provided (including whether they are an employee, business guest or guest)	YES	NO

 Signature of Card Holder

 ____ / ____ / ____
 Date