VISA Review Checklist

Name______________________Statement Date____________________

☐ Receipt for every purchase.

☐ Meal/catering expenses have accompanying Business Meal Approval Form.

☐ Travel expenses have accompanying Overnight Business Travel Form.

☐ Small receipts stapled onto 8 ½” x 11” sheets.

☐ Receipts arranged according to statement.

☐ SWAM documentation/contract information

☐ PCO# as required

☐ Receipt amount matches statement amount.

☐ No alcohol purchases.

☐ No tobacco purchases.

☐ No sales tax.

☐ FOAPAL strings correct

☐ SPCC Logsheet attached.

☐ T&D Posting sheet attached.

ISSUES______________________________________________________

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reviewed by ___________________________ date ________________

posted to Quicken on ____________________