



Equipment Procurement Card Checklist

Receiving & Property Control

PO Box 6177
Miss State MS 39762
Phone 662-325-2545
Fax 662-325-4551
Mail Stop 9605

Date

Agency

Department Name

Mail Stop

Department Contact

Phone Number

_____ Everything purchased is equipment, no commodity items were purchased

_____ All acquisition forms have been completed for each piece of equipment purchased

_____ Acquisitions forms and equipment procurement card statement have been reconciled

_____ Attached is a copy of the statement, all acquisition forms, and all copies of receipts

_____ Keeping original receipts and copies of acquisition forms in department file

List below any reasons that the acquisitions and statement did not reconcile:

_____ If the acquisitions and statement did not reconcile, Procurement Card Office has been contacted to report the mistake, and fix the problem.

_____ Verify that all the information is complete and correct

Signature

Printed Name