

CITY OF ROSWELL
JP MORGAN CHASE P-CARD PROGRAM



RECURRING EXPENDITURE REQUEST

P-card cardholders may use this form to request approval to setup a P-card to automatically pay regularly recurring expenditures. This approval process allows cardholders to forego attaching a receipt during the monthly statement reconciliation process.

According to the P-card Policy Manual, small recurring charges are allowable under the following guidelines:

- i. Made by agreement between the cardholder and the vendor in coordination with Accounts Payable Division and approved by the Department Head;
- ii. Annual fee is broken down into a monthly charge and there is no monthly invoice or receipt to substantiate the monthly charge;
- iii. The cumulative annual expenditure shall not exceed \$25,000 or the threshold for formal bids, whatever is greater.
- iv. The Accounts Payable Division will maintain a log of approved recurring p-card transactions and will provide a list to Department Heads and Liaisons on an annual basis.
- v. Small Recurring P-Card Expenditure form must be completed by cardholder. The form along with a copy of the agreement must accompany the monthly statement reconciliation in Munis when the first charge is made against the P-card. Subsequent charges during the agreement period will not require paperwork be submitted.

Cardholders should complete the information below, obtain Department Head signature, and forward to the P-Card Coordination Team.

RECURRING EXPENDITURE INFORMATION	
Date:	
Department:	
Cardholder Name:	
Vendor:	
Type of Service:	
Beginning Date:	
Ending Date:	
Amount of Recurring Charge:	
Frequency (Weekly, Monthly, etc.):	
Any Additional Information:	
Cardholder's Signature:	Date:
Department Head Signature:	Date:

Forward completed form, without signatures and Finance will forward to appropriate individuals for electronic signature.