

IRA Direct Pay/P2P Requisition Checklist

- Include all Payee information
- Include the agenda of the guest speaker
- Include flier for the event
- Include invoice for the guest speaker
- Include Dean approval email if honorarium is over \$2000

IRA supplies order checklist

- Place Amazon orders in CSUBUY P2P
- Include ARO ProCard PreApproval form that was signed off by ARO
- Include pictures of the items being requested to be purchased

IRA ProCard Reconciliation Process

- Reconcile your monthly ProCard statement
- For IRA purchases, please send ProCard statement to ARO at aro@mail.fresnostate.edu as the **ACCEPTOR**.
- Attach the ProCard PreApproval form to the statement
- Attach the items/receipt of what was purchased with IRA funds
- ARO will review and send to Accounting.

**** DO NOT send ProCard Statements to Accounting if it contains IRA purchases. The Statements must end in ARO, then ARO will process and send to Accounting****