When completing a PCard transaction, any information for the “5 W’s” that is not contained in the Transaction Details should be entered into the Comments section.

WHERE
The name of the vendor satisfies this requirement.

WHEN
The transaction date provided by the bank and on the receipt satisfies this requirement.

WHO
List the individual(s) or unit(s) in need of the purchase if for someone other than the cardholder.

WHAT
Document the item being purchased and the business purpose.

WHY
Document the business purpose or direct benefit to the project if it is not apparent in existing documentation.