



Keep Good Spending Records

- You're responsible for proper use of your SmartPay2 purchase card. Electronically reconcile and dispute any improper charges. Follow local buying policies and procedures.
- Maintain accurate and complete records of all purchase card transactions for three years.

Supporting documentation must provide a clear audit trail to ensure proper use of postal funds and to resolve any disputed charges.

And that's smart business.

See Section 3 of Handbook AS-709, Local Buying and Purchase Card Policies and Procedures, for required documentation.