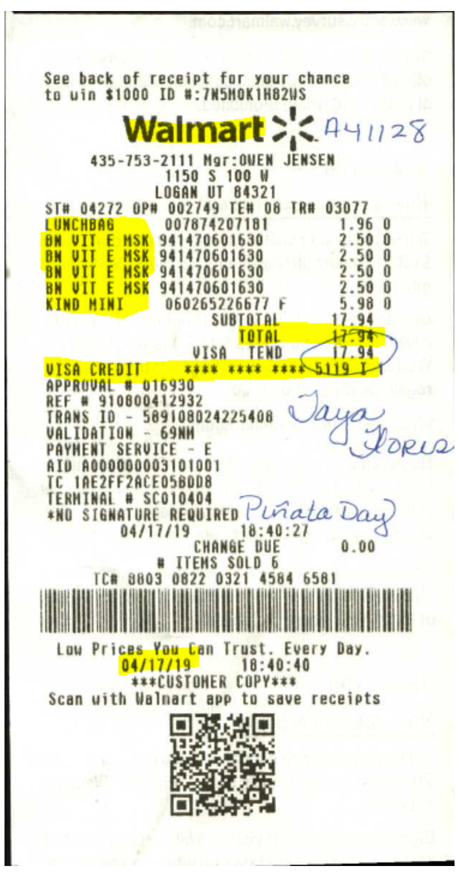
Processing P-Card Receipts

- You, or a delegated user, have made a purchase with your p-card/All-card
- Receipts need to be turned in, with the proper paperwork, ASAP
- How do you properly process your receipts?

1.

First, check the receipt for required information:

- Is the **Vendor Name** clearly visable?
- Is the **Card Used for Purchase** shown?
- The **Purchase Total** is clearly visable
- There is **no tax** (some exclusions apply)
- The **Date of Purchase** is shown
- There is a detailed **Itemized List** of purchases
- Tip does not exceed **18%** unless vendor has pre-assessed a higher group tax.



See back of receipt for your chance
to win $1000 ID #:7N5MOK1H82WS
Walmart A41128
435-753-2111 Mgr:OWEN JENSEN
1150 S 100 W
LOGAN UT 84321
ST# 04272 OP# 002749 TE# 08 TR# 03077
LUNCHBAG 007874207181 1.96 O
BN VIT E MSK 941470601630 2.50 O
BN VIT E MSK 941470601630 2.50 O
BN VIT E MSK 941470601630 2.50 O
BN VIT E MSK 941470601630 2.50 O
KIND MINI 060265226677 F 5.98 O
SUBTOTAL 17.94
TOTAL 17.94
VISA TEND 17.94
VISA CREDIT **** **** **** 5119 I 1
APPROVAL # 016930
REF # 910800412932
TRANS ID - 589108024225408 Taya Flores
VALIDATION - 69NM
PAYMENT SERVICE - E
AID A000000003101001
TC 1AE2FF2ACE05B0D8
TERMINAL # SC010404
*NO SIGNATURE REQUIRED Piñata Day
04/17/19 18:40:27
CHANGE DUE 0.00
ITEMS SOLD 6
TC# 8803 0822 0321 4584 6581
Low Prices You Can Trust. Every Day.
04/17/19 18:40:40
CUSTOMER COPY
Scan with Walmart app to save receipts

2.

Next, you need to add a few things to the receipt:

- What **index number**(s) to use?
- Short description of **Reason for Purchase**
- **Signature** of Card Holder (not delegated user)
- Is this receipt associated with a **TA**?
  - Write the **TA#** on receipt

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Do you have additional documentation that needs to be included with the receipt before it is uploaded to Box?

Is the receipt for **Meals & Entertainment**? (Food items, entertainment purposes)

- YES: Complete an M&E form and attach it to the receipt before uploading to Box as a single file.
- NO

Does the receipt contain **inaccurate or missing data** that you were not able to obtain from the vendor? (Not itemized, illegible, etc)

- YES: Complete a Substitute Receipt form and attach it to the receipt (if available) before uploading to Box as a single file.
- NO

Is the receipt for **gits or prizes** to be awarded at a later date?

- YES: Write on the receipt: ***Gift & Awards form will be uploaded seperately***. Record the gift/prize on your spreadsheet. Once awarded, complete the G&A form and upload to seperate folder in Box.
- NO

3.

Save file and upload it to the correct Card Folder in Box:

- **Scan** your receipt and all required documentation; upload to computer. Double check to make sure the scan is **legible** and the **entire** receipt has been captured.
- Save file using naming convention: **Vendor Namer ($Total) Date-of-Purchase**
  - Ex: Walmart ($17.94) 04-17-19
- **Upload** to the correct Box Folder (last 4 digits of card, followed by your name). Do **NOT** place in sub folders within your file
  - Ex: **5119 Taya Flores**

RECEIPT PROCESSING INSTRUCTIONS:

1. Using graphic, be sure that each receipt includes the following information:
    a. The name of the purchaser (if different from the cardholder)
    b. Reason for purchase (event name) and club name if applicable.
    c. Signature of CARDHOLDER.
    d. Index the expenditure should be charged to. (PLEASE do not guess, ask a supervisor if you don't know).
    e. TA# if purchase was for travel.
    f. Sales Tax has been removed.
    g. Any other documentation required:
        i. M&E form if food was bought or entertainment
        ii. Full attendees list
        iii. Agenda if food was purchased for a training or meeting.

2. Scan receipt with all necessary information and documentation in ONE file.
    a. These can be combined using Adobe Acrobat.

3. Once a single file has been created for each receipt, upload that single file into the appropriate folder in Box.
    a. If you don't have access to your department folder, please contact your Business Services Financial Specialist for access.
    b. Box folders are by last four digits of the card used for the purchase followed by the Name of the Cardholder.
        i. E.g. 1234 John Doe
    c. Inside each Box folder you will find current and past month folders, DO NOT put your receipt inside the month folder, place it just inside the main folder.

4. Save file in the Box folder as: **Vendor Name ($0.00) Date**
    a. If the receipt is from a TRAVEL expense (including food, cars, hotels, etc.) name the file as: **TA# Vendor Name ($0.00) Date**

Reminders:

- No matter what card is used, the purchase can be put in any index by simply writing it on the receipt.
- There needs to be a receipt/documentation for every transaction (including refunds).
- You can put several food purchases for a single event on the same M&E and just upload that same M&E with each receipt.
- Receipts should be turned in to department liaisons within 24 hours of the purchase.
- Receipts should be scanned into their appropriate folders in Box within 48 hours of the purchase.

IF YOU HAVE ANY QUESTIONS, PLEASE CALL YOUR FINANCE SPECIALIST FOR HELP!