

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 visible?
- Is the **Card Used for Purchase** shown?
- The **Purchase Total** is clearly visible
- 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.



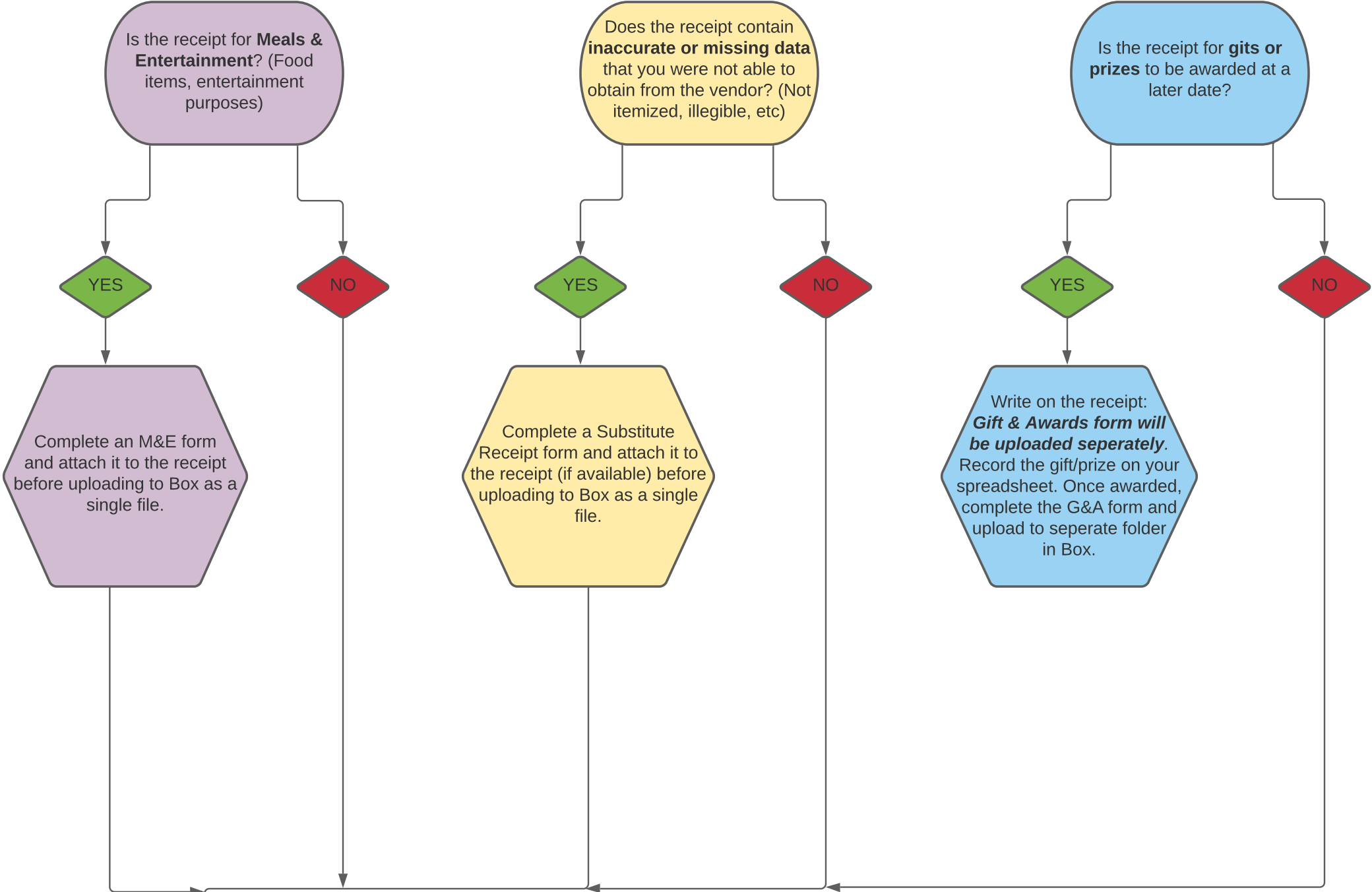
2.

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



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



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 Name (\$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 Manager 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.
- Should your receipt/documentation be missing any information, a BOX Task will be assigned to you requesting more information.

IF YOU HAVE ANY QUESTIONS, PLEASE CALL YOUR BUSINESS MANAGER FOR HELP!