Student Affairs Procedure Manual

Finance

Number: 1.0

Subject: Delinquent P-card Receipts

Date of Origin: 12/19/13
Last Update: 4/7/14

PROCEDURE

Business Affairs for Student Affairs is committed to providing efficient, accurate service to all departments within Student Affairs. To enable the Finance Specialists to give current financial information to the department directors, all USU p-card/Travel card receipts will be turned into the department liaison within 24 hours of purchase, or return of trip. Then the department liaison has 48 hours to get the receipt with all documentation and information on the receipt scanned in for processing by the Finance Specialist.

If an expenditure is in Workflow for more than two weeks and the receipt missing, the cardholder and liaison will be notified. On the third week if it is still not turned in, another notification will go out to the cardholder and liaison. On the fourth week after purchase if the receipt is still not turned in the card will be deactivated; with a notice going to the cardholder, liaison, and director. During the time the p-card is deactivated, personal purchases for work **will not** be reimbursed.

For further information on USU P-card policy and procedure, please use the following link:

http://controllers.usu.edu/htm/forms-policies-procedures/memberID=11375

This policy was approved by Dr. James Morales on 4/22/14