



Itemized receipts are required for all P-Card transactions. Cardholders are responsible for turning in receipts to the School/Department Bookkeepers. When transactions are attached and signed off in the Works system, TXN number should be written on the receipt/invoice.

At the beginning of each month, a report for the previous month's transactions is sent out to each School/Department.

*Example: The first week in May, a report is sent for all transactions in April.*

Every transaction listed on the report should have a matching receipt. If a receipt is missing, the cardholder should make every effort to find the receipt or request a duplicate receipt from the vendor. If one cannot be obtained, the Missing Receipt Affidavit form (see form section) must be completed and attached to the monthly report. After reconciling receipts with the report, the report with receipts attached is sent to the Business Office for verification.

All Purchasing Card records are kept in the Business Office until the Annual Audit is complete.