

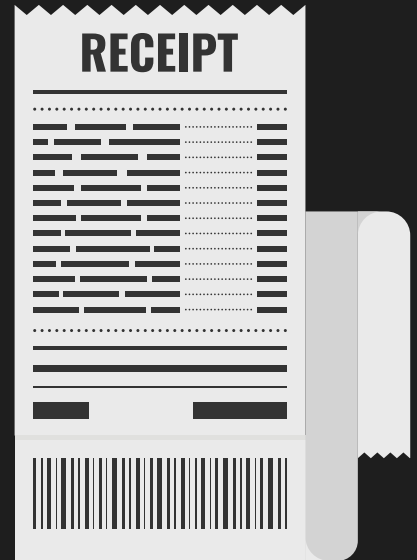
PCard Receipt Requirements

ITEMIZED RECEIPTS

An itemized receipt is required for every transaction, including credits, and should include:

- Date of purchase
- All items purchased
- Individual price
- Quantities
- Total of the purchase
- Merchant name and address is displayed

Note: Vendor quotes are not sufficient receipts.
Always include itemized invoices.



GENERAL GUIDELINES

- ✓ Shipping charges are listed, if applicable
- ✓ Ship-to address is an official university address
- ✓ A business purpose is listed on the receipt
- ✓ Sales tax was not charged, if applicable
- ✓ Sensitive information is redacted
- ✓ If charged an international transaction fee, the original receipt for the purchase should be attached as documentation

TRAVEL GUIDELINES

- ✓ Car rental for domestic travel does not include additional insurance
- ✓ Lodging expenses are for room and tax only
- ✓ Food and alcohol purchases require a list of attendees and additional approval documentation

VIEW OUR DOCUMENTATION:

- [!\[\]\(896151ec231b70900e969d67696ca48d_img.jpg\) POL 04.20.02 Alcohol Policy](#)
- [!\[\]\(a852c5461f8be0331350e2cc706daa68_img.jpg\) AP107 Non-Travel Meals](#)
- [!\[\]\(ea6e8863987d5c963d93ad4125360939_img.jpg\) Authorization Expense Form](#)
- [!\[\]\(7d2ec212cb950e0dc0d0fb2c13137ad5_img.jpg\) PCard Manual for Cardholders](#)