

Guidelines
For
Centralization
Of
PCard Documents
For
Departments

Collecting Documents for Scanning Process

Departments

- Obtain the original itemized receipt/invoice for each purchase made (See [Appendix E](#) for sample receipt and invoice).
- Prepare the documents using the [PCard Document Scanning Preparation Guidelines](#) (See [Appendix A](#)).
- Each transaction should contain the following items:
 - a) [Department PCard Authorization Purchase Form](#) (OPTIONAL depending on department – (See [Appendix B](#) for best practices sample)).
 - b) Original itemized receipt/invoice with Transaction ID# written on it.
 - c) Any relevant documentation to help determine the University of Arizona business purpose, if not readily discernible. This may include authorizations, correspondence, logs/forms, or any other documents relating to the transaction.
 - d) Packing slips (Optional).
- Fill out a [PCARD Missing Receipt Form](#) if any itemized receipt/invoice is missing. (See [Appendix D](#)).
- Send the transaction(s) to the PCard Reconciler in the department
- Follow the normal PCard procedures for reconciling and approving PaymentNet transactions.
- In order to reconcile the PCard statement at the end of each month, file transactions in the following order:
 - a) Department #
 - b) Cardholder name
 - c) Current month statement
- Reconcile all PCard Transaction ID#s to the monthly credit card statement or FRS or both.
- Each Transaction ID# must have an original itemized receipt/invoice. If a receipt/invoice has multiple Transaction ID#s, the original itemized receipt/invoice needs to be copied for each Transaction ID#. Write “See original T# xxxxxxx” on the copies.
- Account for each Transaction ID # for the department current month statement. There are three ways a Transaction ID # will be accounted for:
 - a) A packet of original documents containing the following documentation:
 - 1) [Department PCard Authorization Purchase Form](#) (Optional depending on department’s procedures – (See [Appendix B](#) for best practices sample)).
 - 2) Original itemized receipt/invoice with Transaction ID# written on it.

- 3) Any documentation to help determine the University of Arizona business purpose. This may include authorizations, correspondence, logs/forms, or any other documents relating to the transaction.
 - 4) Packing slips (optional)
- b) Disputed Transaction ID# will be listed on the PCARD DOCUMENT TRANSMITTAL FORM & CHECKLIST form.
 - c) A PCARD Missing Receipt Form and all documentation.
 - Gather all the department's cardholder's packets together.
 - Fill out the PCARD DOCUMENT TRANSMITTAL FORM & CHECKLIST form located in the FSO website eforms for each department # (See *Appendix C* for helpful tips).
 - If confirmation of receipt of the documents in FSO-Financial Compliance is required, enter your fax number in the lower section of the form and FSO-Financial Compliance will fax the form confirming the date received.
 - Send documents to FSO-Financial Compliance using a large manila envelope, box or container large enough to contain the documents without damaging the documents.
 - Do not fold or bend the documents.
 - Use one of the following addresses (See the bottom of the PCARD DOCUMENT TRANSMITTAL FORM & CHECKLIST form) to send the department package to FSO-Financial Compliance.
 - a) US Postal Service or other mailing services:

Financial Services Office
Financial Compliance Rm 502
888 N. Euclid Ave
PO BOX 210158
Tucson, AZ 85721-0158
 - b) Campus Mail

Financial Services Office
Financial Compliance Rm 502
PO BOX 210158
 - c) Delivery

FSO-Financial Compliance
USB Bldg Rm 502
Customer Service Desk

FSO-Financial Compliance

- Accounts for all department PCard transactions ID#s for the statement month.
- Reviews for altered or fraudulent documentations.
- Notifies departments of missing cardholder packets, missing Transaction ID #s, and/or missing itemized receipts/invoices.
- Pursues with the appropriate departmental personnel and PCard Compliance Team if a PCARD Missing Receipt FORM is needed. (See *Appendix D*)
- Delivers the department documents for scanning.

FSO Records Management Team

- Prepares documents for scanning.
- Scans documents into ISW.
- Archives the original documents.

ISW PCARD IMAGES DATABASE

ISW Images

- The department documents will appear in ISW PCard Images for the department to view.
- Retrievable in ISW by Trans ID#, Cardholder, or Merchant Name.
- If original documentation is required after the documents have been scanned, the PCard Transaction ID# must be provided to the FSO Records Management Team.

Financial Compliance Reviews

- PCard Transaction ID#s will be randomly selected or selected based on specific criteria developed to review high risk areas.
- Additional information may be requested in order to determine the specific circumstances surrounding the purchase.
- Additional information or requested documents from the department will be appended/tiffed to the ISW original documents.
- Notification of violations of PCard or University Policies or recommendations for future practices will be sent to the department, if necessary.

Appendix A

PCard Document Scanning Preparation Guidelines

These guidelines are designed to assist departments in the preparation of PCard documents for scanning and retention. These steps ensure the scanned documents are of the best possible quality and the scanning process is as timely as possible.

PLEASE DO:

- **Do keep** receipts/invoice as flat and unblemished as possible.
- **Do write** in pen the Transaction ID# on each individual receipt/invoice.
- **Other** documentation does not need notation.
- **Do black out** all but the last 6 digits of a credit card number on a receipt/invoice if the merchant has listed the credit card number.
- **Do circle** amounts with a pen and any notations should not interfere with required information on the receipt/invoice.
- **Do tape ONLY one** Transaction ID# per sheet of paper.
- **Do tape** receipts/invoices on one side of a blank sheet of paper **ONLY**.
- **Do tape** receipts/invoices at the top and bottom of the receipt/invoice.
- **Do tape** receipts/invoices so corners are not loose.
- **Reverse side** of the taped receipt/invoice should be blank.
- **Do use** white paper to tape receipts/invoices to.
- **Be careful** to tape receipts/invoices in areas where no required printed information appears. If you are uncertain about what information is required, please contact the FSO-Financial Compliance Office.
- Receipts/invoices **smaller than 8 ½ inches across or shorter than 5 ½ inches** in length:
 - a) **Do tape the receipt/invoice** on a blank piece of paper at least 1 ½ inches from the top of the page.
 - b) **Ensures** the sheet of paper feeds through the scanner properly.
- Receipts/invoices **longer than 11 inches**:
 - a) **Cut** receipts/invoices to fit on one or more blank sheets of papers.
 - b) **Tape** the pieces of the receipt/invoice
 - c) **Make sure** no required information is cut off or taped over.
 - d) **If you are uncertain** about what information is required, please contact the FSO-Financial Compliance Office.
- **Do tape thick items** such as plane tickets and business cards evenly and towards the middle of the blank sheet of page.
- When signing documents, **blue ink** is preferred; this way there is no confusion as to what is an original or a copy.
- **Do use a large manila envelope** for each department number; **only** one department number per envelope.

Please Do Not:

- **Do not** use highlighters. The imaging equipment does not pick up color. Highlighting can also “blackout” necessary information on the scanned images.
- **Do not** staple receipts/invoices. Staples damage the glass in the scanners. Staples can cause documents to piggyback on one another and cause documents to be missed in the scanning process.
- **Do not** tape over staples, text, or amounts on receipts/invoices. Scotch tape is reflective and this can cause pertinent information not to show up on the scanned image.
- **Do not** tape receipts/invoices on both sides of a single blank paper. Avoid using the reverse side for notes or explanations.
- **Do not** fold or crunch receipts/invoices.
- **Do not** include more than one PCard Transaction ID# document on each piece of paper.

Appendix B

Department PCard Authorization Purchase Form (Optional – Best Practices Example)

See a Sample of a form at:

<http://pacs.arizona.edu/pcard/default.htm> See Forms

OR use the Sample on the next page.

Create your own department form based on the information shown on these or other samples.

Some helpful hints:

- No shaded areas on the form. A scanned image with shaded areas is dark, even black depending on the color used.
- PCard Transaction ID# on the form

This is a list of information FSO-Financial Compliance looks for:

- PCard Transaction ID #
- Department Name and Number
- Cardholder Name
- University business purpose for the purchase
- Any additional information that might be helpful to understand the purchase (Example: if another department's account number is used for the purchase, please identify the department).
- Account number and object code, especially, if this information has been changed from the information on PaymentNet.

**UNIVERSITY OF ARIZONA
PURCHASING CARD LOG/USE FORM**

Cardholder:	<input type="text"/>	Purchase Date:	<input type="text"/>
Deliver to:	<input type="text"/>		
Vendor:	<input type="text"/>		
State:	<input type="text"/>	Zip:	<input type="text"/>
		Phone:	<input type="text"/>
Contact:	<input type="text"/>		

Item Description	Amount	Acct-Obj Code
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
*AZ State Sales Tax No. <input type="text"/>	**SALES TAX:	<input type="text"/>
TOTAL AMT:	<input type="text"/>	

*If using a vendor that is located in another state, request their Ariz. State Sales Tax No. If they do not have one, enter NONE in the blank and use tax will be added by the University Financial Services Office.

**If Sales Tax is not included on this form, your account may be charged twice for sales tax.

Order Placed by: Fax Phone Vendor location US Mail Other

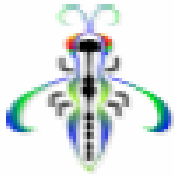
State purpose for purchase (identify program/project):

Transaction Type: Commodity Service

1. Order Form completed, OR
 Ordered while away from Department and submitted through voice-mail.
2. Included Sales Tax on the form.
3. Merchandise Received, OR
 Merchandise NOT Received, expected on
4. Packing slip and/or P-Card receipt attached

Reconciled:

Approved:



PURCHASING FORM (FY 06-07)
ARL DIVISION OF NEUROBIOLOGY

Please fill out COMPLETELY.

PCARD TRANS# _____
 REQ # _____
 PO # _____

Ordered For _____ Order Date _____

Save Form **Clear Form**

PCARD PURCHASES:

Cardholder Name: _____ Phone #: _____

Order Placed at Local Phone Fax Email Website PO

Notes/Instructions-

Vendor _____ Phone _____
 Address _____ Fax _____
 City _____ State _____ Zip _____ Contact _____

	Quan	Detailed Description	Price/Unit	Total Price	Acct Number	Obj. Code
1				\$0.00		
2				\$0.00		
3				\$0.00		
4				\$0.00		
5				\$0.00		
6				\$0.00		
7				\$0.00		
8				\$0.00		
9				\$0.00		
Subtotal				\$0.00		
Sales Tax (MUST be itemized for P-Card purchases)						
Shipping (P-Card Only)						5560
Order Total				\$0.00		

AUTH. BY: _____

PLEASE STAPLE ALL RECEIPTS OR ATTACHMENTS TO THIS FORM.

Bill to/Ship to:
 U of A - ARLDN
 Gould-Simpson Bldg. - Rm 606
 1040 E 4th St.
 Tucson, AZ 85721

Office Use Only
 Rec'd in ARLDN Ofc _____
 Traveled Date _____
 Completed Date _____
 Approval Date _____

Appendix C

PCARD DOCUMENT TRANSMITTAL FORM & CHECKLIST

Information and Tips for Completing Form

Department Name: Use Name as Appears in FRS Manual Appendix D

Department Contact: Person in department who can answer questions and send additional documents if necessary. **IMPORTANT:** Have this person leave an Extended Greeting on the phone and Out of Office message on his/her email, if the person is out of the office for an extended period of time.

Original Invoices or Receipts: This is prepared by the cardholder or someone else in the department. Each department will determine their own procedures. **WHEN** the documents are received in FSO-Financial Compliance, the documents should be prepared according to the "PCard Document Scanning Preparation Guidelines" (See *Appendix A*).

Disputed Transactions: In the month the original charge posted, list the Transaction ID# and explanation in this space. **ALSO**, when the dispute transaction is settled send the original receipt with all supporting documents in the statement month the Credit appears referring the original Transaction ID#.

Missing Invoice or Receipt: After the cardholder/department has contacted the merchant for a duplicate invoice/receipt and no action has been taken by the merchant, the department may contact PCard Admin. If PCard Admin does not obtain the invoice/receipt, a "Missing Receipt" form should be filled out (See *Appendix D*). **NOTE: *Be aware that repeated use of this form as a substitute for a receipt my result in suspension or cancellation of the PCard.***

Additional Comments/Notes: Provide any information that will aid in the scanning process. **EXAMPLE:** "Cardholder, John Gone, is out of the country and will not turn in his August receipts until September, when he returns to the UA.

Dates Due: See form

Addresses: The mailing addresses for FedEx, UPS, or US Postal services must be used in their entirety. If not used correctly, the package delivery will be delayed. If a courier is used, send to the USB building, room 502. An IN/OUT basket is on the customer service desk as you walk into the office.

Confirmation: If confirmation of receipt of the documents in FSO is required, enter your fax number in the lower section of the form and FSO will fax the form confirming the date received.

PCARD DOCUMENT TRANSMITTAL FORM & CHECKLIST

TRANSACTIONS FOR MONTH OF: _____

(Ex: if Statement Billing Date is 9/7/06, Month is August)

Department Name: _____ Dept. Number: # _____

Department Contact: _____

Department Contact Phone #: _____ Email: _____

Documents Sorted by (choose one): Cardholder Transaction ID# FRS Account#

- _____ Original Invoices or Receipts
- ✓ Prepare all documentation on 8 1/2 X 11 size paper
 - ✓ Write **Transaction ID Number** on each invoice or receipt
 - ✓ Include any additional documentation, such as packing slips or confirmations

_____ Are there any transactions in **Dispute** with JPMorgan Chase? If yes, please list the transaction ID#'s and a brief explanation below.

_____ Are there any transactions **Missing an Invoice or Receipt**? If yes, please list the transaction ID#'s below. A 'Missing Receipt' form should be included with the documentation.

_____ Additional Comments/Notes:

PCard Documentation is due no later than the 10th of the month following reconciliation to FRS (ex: If Statement Billing Date is 8/6/2006, due date is 9/10/2006).

US Postal Service or other mailing services:

Financial Services Office
Financial Compliance Rm 502
888 N. Euclid Ave
PO BOX 210158
Tucson, AZ 85721-0158

-OR-

Campus Mail:

Financial Services Office
Financial Compliance Rm 502
PO BOX 210158

Optional Document Receipt Confirmation

Please include a fax number if you would like fax confirmation that your PCard Documents have been received: (fax#) _____

Date Received:

Appendix D

PCARD *Missing Receipt* Form

Information and Tips for Completing Form

Opening Statements: Read carefully. Repeated use of the form as a substitute for a receipt may result in suspension or cancellation of the PCard.

Why is the receipt missing? Provide a detailed explanation of the reasons the receipt is missing.

What attempts have been made to request a duplicate receipt from the merchant?

Include names, dates, phone numbers or emails used in requesting documentation from the merchant. Most merchants can easily print a duplicate if the request is timely. If these attempts are not successful, contact PCard Administration. PCard Administration will attempt to get a duplicate. If they are not successful, fill out the *Missing Receipt* form. Be sure to include all this documentation and information with the *Missing Receipt* form.

Itemize the purchase: Provide a detailed description and price for each item purchased. This information is very important and may be verified with the merchant.

Signatures: The Cardholder, Liaison, and Department Head are required to sign this form. These signatures cannot be delegated and will be verified.

PCARD Missing Receipt Form

This form is to be used as documentation for missing PCard receipts ONLY if the merchant can not produce duplicate documentation. It is allowed only as a rare circumstance. The form is to be completed by the Cardholder and must be signed by the Cardholder, Departmental PCard Liaison and Department Head. Be aware that repeated use of this form as a substitute for a receipt may result in suspension or cancellation of the PCard.

Cardholder Name or Dept Card Name:	<input type="text"/>	Trans ID #:	<input type="text"/>
Merchant Name:	<input type="text"/>		
Contact Name: (Name of person using PCard if Department Card)	<input type="text"/>	Transaction Amount:	<input type="text"/> \$ <input type="text"/>

Why is the receipt missing?	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

What attempts have been made to request a duplicate receipt from the merchant? <small>(Please include names, dates, phone numbers or emails used in requesting documentation from the merchant.)</small>	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

Itemize the purchase	Description of Item(s)	Cost of Item (s)	Tax Paid
	<input type="text"/>	<input type="text"/>	N/A
	<input type="text"/>	<input type="text"/>	N/A
	<input type="text"/>	<input type="text"/>	N/A
	<input type="text"/>	<input type="text"/>	N/A
	Total Purchased	<input type="text"/>	<input type="text"/>

Cardholder Signature: By signing this form, I validate that the above listed item(s) were purchased and that every attempt was made to obtain an itemized receipt from the merchant.	<input type="text"/>	Date: <input type="text"/>
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Liaison Signature:	<input type="text"/>	Date: <input type="text"/>
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Department Head Signature:	<input type="text"/>	Date: <input type="text"/>
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Appendix E

Itemized Original Receipt or Invoice Sample

An Itemized Original Invoice must, at the least, have the following items on the receipt:

- a. Name of Merchant
- b. Address/Phone # (at least one way to contact the merchant)
- c. Description of each item purchased
- d. Price for each item purchased
- e. Shipping charges
- f. Tax for the taxable items
- g. Grand Total
- h. Date of Purchase and/or ship date
- i. Shipping Address (if applicable)

An Itemized Original Receipt must, at the least, have the following items on the receipt:

- a. Name of Merchant
- b. Address/Phone # (at least one way to contact the merchant)
- c. Description of each item purchased
- d. Price for each item purchased
- e. Tax for the taxable items
- f. Grand Total
- g. Date of Purchase
- h. Method of payment

FERGUSON ENTERPRISES, INC.®

1101 E. 18TH STREET
TUCSON, AZ 85719

INVOICE NUMBER	CUSTOMER	PAGE
0626781	400969	1

PLEASE REFER TO INVOICE NUMBER WHEN
MAKING PAYMENT AND REMIT TO:

FERGUSON ENTERPRISES, INC.®

FERGUSON ENTERPRISES, INC #624
FILE# 56809
LOS ANGELES, CA 90074-6809

Please contact with Questions:

520-792-1700

SHIP TO:

U OF A ACCOUNTS PAYABLE
P O BOX 3607
TUCSON, AZ 85722-3607

U OF A ACCOUNTS PAYABLE
UNIVERSITY OF ARIZONA
1730 N. VINE
TUCSON, AZ 85719

SHIP WHSE.	SELL WHSE.	TAX CODE	CUSTOMER ORDER NUMBER	SALESMAN	JOB NAME	INVOICE DATE	BATCH
670	670	AZ670	Y404922 ✕	DWM	LOG 122121-315	09/08/06	IO 13357

ORDERED	SHIPPED	ITEM NUMBER	DESCRIPTION	UNIT PRICE	UM	AMOUNT
10	10	CTH	1-1/4 WROT CXCXC TEE 1-3/8 OD	7.856	EA	78.56
50	50	C4D	1/2 WROT CXC 45 ELL 5/8 OD	0.637	EA	31.85
15	0	CFRHF	1-1/4X3/4 WROT FTGXC RED		EA	0.00
INVOICE SUB-TOTAL						110.41
TAX AZ-BR 670-0/5 TUCSON						6.73

TERMS: NET 10TH PROX ✕

ORIGINAL INVOICE

TOTAL DUE

117.14

All accounts are due and payable per the invoiced terms. All past due amounts are subject to a service charge at the maximum rate allowed by state law plus costs of collection including attorney fees if incurred. Freight terms are FOB our dock unless otherwise specified above.

WARRANTY PROVISIONS: SEE REVERSE SIDE A

WALMART

ALWAYS LOW PRICES.

Always

WE SELL FOR LESS
MANAGER JEFF HUGHES
(620) 673 - 3777

STB 1612 DP# 00004261	TE# 23	TR# 08216
WIMBLING/50	007666621278	1.86 X
SPLASH CYBER	007565600821	1.00 X
SPLASH CYBER	007565600821	1.00 X
SPLASH CYBER	007565600821	1.00 X
SPLASH CYBER	007565600821	1.00 X
24IN KITES	064846580454	1.00 X
24IN KITES	064846580456	1.00 X
24IN KITES	064846580456	1.00 X
24IN KITES	064846580454	1.00 X
24IN KITES	064846580451	1.00 X
24IN KITES	064846580451	1.00 X
PINATA	072108314180	14.97 X
PINATA	072108314180	14.97 X
PHONE BATTERY	004316849617	12.44 X
FLYING DISK	009221125227	3.88 X
	SUBTOTAL	58.12
TAX 1	7.600 X	4.42
	TOTAL	62.54
	VISA TEND	62.54

ACCOUNT #8458
APPROVAL #004186
TRANS ID -0176096063580509
VALIDATION -SPHH
PAYMENT SERVICE - E
CHANGE DUE 0.00

ITEMS SOLD 15

TC# 5361 6482 6722 6143 0425



Buy a CNN balloon.
Save a child's life.
04/05/06 18.46:23