SNREBiz PCARD DOCUMENTATION REQUIREMENTS

PCard documents must be received by the SNREBiz **within 3 business days** of the original transaction date to ensure transaction is reconciled and approved timely.

REQUIRED PCARD DOCUMENTATION

1. **Completed PCard Form**
2. **Supervisor/PI approval** is required *prior* to submitting PCard documents to SNREBiz.
   Supervisor/PI may sign the PCard Form or attach written approval of purchase.
3. **Original invoices/receipts** must include:
   a. Name of the vendor
   b. A title / description of each item purchased
   c. An amount for each item purchased
   d. Tip (may be handwritten)
   e. Tax (if charged)
   f. Shipping (if charged)
   g. Other fees charged
   h. Total must match the charge to the PCard
4. Additional documents required for PCard transactions relating to:
   a. Business meetings, business entertainment, special events and employee recognition/retiree farewell expenses:
      i. Provide an attendees list along with original itemized receipts. Include the date and the business purpose. Include a sign-up sheet and/or meeting agenda if available.
      ii. Tips to merchants (i.e. restaurants) must not exceed 20% pre-tax amount.
   b. Travel:
      i. Travel Authorization Number – attach a copy of the Travel Authorization.

**Having a PCard is a privilege. Non-compliance of the above could lead to loss of the PCard.**