

# SNREBIZ PCard DOCUMENTATION REQUIREMENTS

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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.

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