

## Procedures for Paper Submissions of PurCard Journals

For cardholders and support staff who are *not* submitting their journals electronically, please remember the guidelines below.

If your department would like to submit PurCard journals electronically, please contact the PurCard Team at [purcard@uvm.edu](mailto:purcard@uvm.edu).

- **Paper size** - Everything must be submitted on 8 ½ x 11 paper.
- **No staples** - All staples must be removed from backup documentation and all documents should be clipped together, not stapled.
- **Tape receipts securely** - All receipts must be taped securely along the 11" side of the paper. If the receipt is longer than 11", cut the receipt to fit the paper and tape it securely so that all information is visible (see example below). This also pertains to small invoices. Do not tape over printed areas due to heat sensitivity.
- **No colored paper** - Colored paper is not legible.
- **No two-sided pages** - All documentation must be single-sided, including journals, for scanning. Two-sided backup must be copied to create a single-sided document.
- **No highlighting** - Highlighted information is not legible. Highlighting also causes print to fade or disappear.
- **No sticky notes** - Do not cover journal back-up information with sticky notes. If possible, please write comments directly on the journal/receipt/invoice.
- **Send copies of checks only, do not send originals\*** - Originals must be sent to Treasury Services. Redact account number on copy of check.  
***\*ABSC Customers – original checks can be sent to the ABSC with Purcard documentation. The ABSC will submit the checks for deposit to Treasury Services.***
- **Signatures** - PurCard journals must be signed by the cardholder and the cardholder's supervisor/designee. Please note it is the cardholder's responsibility to send signed documents when on leave, sabbatical, vacation, etc., if the card is being used before or during these departures.
- **Amazon Invoices Only** - Do not send packing slips.
- **Account Codes** – Regardless of the expenditure (toys, gift cards, etc.), human research subjects should be reallocated to 61022 "Participant Incentives".
- **Travel/M meal Information** – Complete travel and meal sections when applicable.



