**RSENR Purcard Checklist for Staff and Grad Students**

* **Dates and Deadlines**
	+ 2nd of each month: Journals are ready
	+ 12th of each month: Turn in all Purcard materials to Aiken 304
* **Reallocation**
	+ Reallocate all expenses to the correct chartstring
	+ Ensure correct account codes are selected.
	+ Make sure journal is Valid Valid
* **Receipts**—Everything must be able to go through a scanner
	+ Make sure there is an ITEMIZED receipt for all expenses
	+ Single sides only—NO DUPLEXING
	+ Assemble in same order as they appear in the journal (not the US Bank statement)
	+ Tape small receipts to a regular piece of paper. Don’t fear the tape—tape on all sides of the receipt. Remember, it must go through the scanner.
	+ For missing receipts, fill out the Receipt Substitution Request Form (Please remember, this is a REQUEST. Disbursement may reject it and require you to reimburse the charge personally.)
* **Travel**—there is a comprehensive Travel Policy on the UVM website
	+ Domestic Meals totaling under $60 (including tip) for the day don’t require a receipt
	+ Foreign Meals totaling under $75 (including tip) for the day don’t require receipts
	+ If traveling on a grant, review the Fly America Act guidelines and make sure your flight expenses comply
	+ Include agendas for any Conferences, Workshops, Meetings or Trainings
* **Business Meals and Refreshments**—refer to the Business Meal, Hospitality and Amenity Policy on the UVM site
	+ Who--List of participants
	+ Where—location of meal or snack
	+ Why—a clear UVM business reason for the purchase
	+ Business meals charged to a grant MUST include a non-UVM person
	+ Alcohol? You must have an Alcohol Approval Form included
	+ Agenda if it is a formal meeting or event
* **PeopleSoft Journal**
	+ This must be signed by the cardholder
	+ Fill out the form at the bottom if you have any Travel or Business Meal/Refreshment charges
* **Signatures**
	+ Sign the Purcard journal (the US Bank Statement isn’t official)
	+ Have your supervisor sign the journal
* **By the 12th of the Month**
	+ Put everything together—NO STAPLES. No duplexed materials. Please
	+ Signatures
	+ Bring it all to Aiken 304 by the 12th of the Month

**A few Handy Links**

[Travel Policy](http://www.uvm.edu/policies/travel/travel.pdf)

[Business Meal, Hospitality and Amenity Policy](http://www.uvm.edu/policies/procure/businessmeals.pdf)

[Fly America Act for Federal funded grants](https://www.uvm.edu/spa/?Page=fly_america_act.html)

[Purcard FAQs](http://www.uvm.edu/~cntrllrs/?Page=disburse/purcard%20faqs.html&SM=disbursemenu.html)

[RSENR Business Service Center (RBSC)](http://www.uvm.edu/rsenr/businesscenter/?Page=purcards.html&SM=financialssubmenu.html)

[RBSC Purcard Information](http://www.uvm.edu/rsenr/businesscenter/?Page=purcards.html&SM=financialssubmenu.html)

[Disbursement Purcard Info](http://www.uvm.edu/~cntrllrs/?Page=disburse/purcard.html&SM=disbursemenu.html)