**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)