**RSENR FACULTY PURCARD CHECKLIST**

Monthly purcard statements close on the 25th of the month. The purcard journals are accessible by the 2nd of the following month.

All materials for RSENR Purcards are due in the Purcard Portal by the **12th.**

1. Collect itemized receipts. A credit card receipt alone is insufficient. Ensure sales tax has not been charged. If sales tax was charged in Vermont or states where UVM is exempt, contact the vendor for a credit/refund or write check payable to UVM for tax amount and bring to RBSC in Aiken 312A.

Paperwork for credits, refunds and returns are also helpful to include with reference to when item was purchased.

1. Print or save the US Bank account activity report ending on previous 25th of month.
2. Match receipts to US Bank report.

Lost receipts: contact vendor to obtain a duplicate copy. If all efforts have been exhausted to obtain a duplicate receipt, include a Memo describing the process taken to obtain the missing receipt. Purcard Auditing will provide exemption on a case by case basis when purcard is reviewed.

1. Provide a chartstring for every line of expense. If charging a budget for which you are not the manager, include approval documentation from the budget manager. Chartstrings may be recorded on the US bank statement, receipts, separate notes, or in the memo box of the Purcard Portal.
2. Review materials for Meal, Refreshment and Travel Expenses and provide:
   1. Business Purpose
   2. Destination, location, and dates
   3. Names of participants/travelers (when applicable)
3. Review for Conference Registrations and Expenses and provide:
   1. Link to conference and agenda
   2. Conference name, country held in, date of conference
   3. Attended by whom, their title, and position at UVM/External Entity
   4. Presenting or Non Presenting
4. Review for expenses charged to Professional Development Funds and include PDF approval form from the Associate Dean, if applicable.
5. Submit US Bank statement with chartstrings and receipts in RSENR Purcard Portal. Receipts may be in one file, pdf preferred, in order of purcard journal lines if you go into PeopleSoft. If you have more than ten attachments for the Portal, it is better to start a new portal submittal (the “Add Receipts” button isn’t working properly).
6. Watch for emails from RSENRPur or MS Planner or Teams Chat from RSENR Purcard Specialist regarding missing/additional information needed. When all materials needed are submitted, [rsenrpur@uvm.edu](mailto:rsenrpur@uvm.edu) will send you the journal for your signature. Please double check all chartstrings and sign using the approved logo/date embedded Adobe (certified) signature required for all purcard related signatures, or by hand with date.
7. RSENR Business Office will provide supervisor signature after verifying all materials are accurate. (*for special circumstances such as sabbatical leave supervisor will sign and obtain faculty signature upon their return*)
8. RSENR Purcard Specialist will send Notification from PeopleSoft to Purcard Audit that the monthly purcard journal is complete.

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