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 by the **12th** every month; ignore message purcard auditing sends out every month with different dates.

1. Collect itemized receipts. A credit card receipt alone is insufficient. Ensure sales tax has not been charged when and where applicable. If sales tax was charged in Vermont or states where UVM is exempt, contact the vendor for a credit/refund or write a check payable to UVM for tax amount and bring to RBSC in Aiken 313A.
	1. Paperwork for credits, refunds, and returns are also helpful to include with refence to when item was purchased.
2. Match receipts to US Bank report or Purcard journal in PeopleSoft.
	1. 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 an exemption on a case-by-case basis when purcard is reviewed.
3. In PeopleSoft, record 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. Here is a link to Reallocation User Guide: <https://www.uvm.edu/sites/default/files/Division-of-Finance/UserGuides/purcardreallocation.pdf>
4. Review materials for [Meal, Refreshment, and Travel Expenses](https://www.uvm.edu/sites/default/files/UVM-Policies/policies/businessmeals.pdf) and provide:
	1. Business Purpose
	2. Destination, location, and dates
	3. Names of participants/travelers (when applicable)
5. 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
	5. For students:
		1. Attach the [Student University Business Certification Form](https://www.uvm.edu/sites/default/files/Division-of-Finance/Forms/univ_bus_cert.pdf)
6. Provide approval form from the Assistant Dean Student Services (Marie Vea), or approval from the staff union for expenses charged to Professional Development Funds.
7. Provide [Payment Acknowledgement Form](https://www.uvm.edu/sites/default/files/Division-of-Finance/Forms/paymentacknowledgeform.pdf) for gift cards, gifts, awards, giveaways, research study/stipend incentives, etc.
8. Provide student roster for class trips.
9. Travel authorization for all international and out of state travel with an overnight stay.
10. Review the [Fly America Act for Federal Funded Grants](https://www.uvm.edu/spa/fly-america-act-and-international-travel-guidance) guidelines for foreign airfare.
11. Disclaimer for external data storage.
	1. Example: I certify and acknowledge that the software will not be used for storage of Protected University Information as defined in the [Information Security Policy](https://www.uvm.edu/sites/default/files/UVM-Policies/policies/infosecurity.pdf).
12. Attach receipts in one file, pdf format, in order of purcard journal lines.
13. Perform Budget Check to get V V status after reallocation is completed. Address any E (error) messages. Ask RSENRpur@uvm.edu for any help.
14. Sign the "print" copy of the journal using certified digital signature (Adobe with logo/date embedded). By hand with date is also allowed. Obtain supervisor's signature, also certified. Attach signed journal to PeopleSoft purcard journal.
15. **DO NOT hit the NOTIFY button in PeopleSoft.**