

Business Operations – Purchasing/Accounts Group

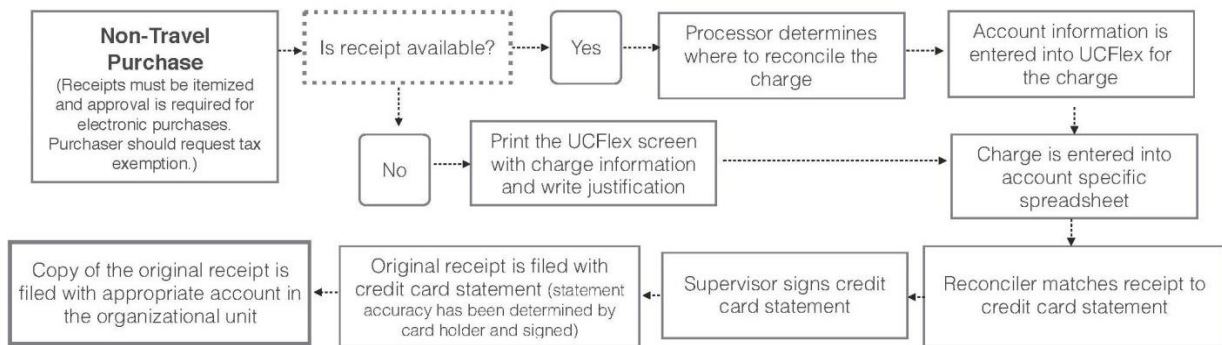
University Purchase Cards (PCards)

General Reminders:

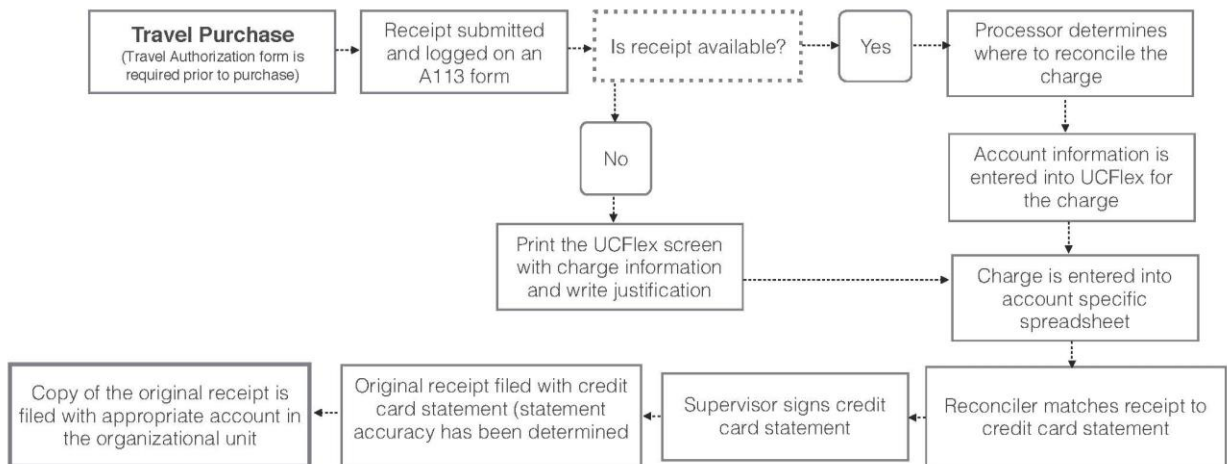
- * All attempts must be made to obtain a receipt.
- * Receipts must be itemized and detailed.
- * Meal purchases must list attendees and purpose of meeting.
- * No alcohol can be purchased.
- * Tax exemption must be obtained if possible.

Please visit <http://www.uc.edu/content/dam/uc/af/purchasing/docs/PCARDManual.pdf> for more information on Purchase Card Policy.

NON TRAVEL PURCHASE:



TRAVEL PURCHASE:



*** A copy of the Travel Authorization should be kept with the PCARD statements after reconciliation.**

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DISPUTING PCARD CHARGES:

