

Documentation Requirements

Documenting Procurement Card Transactions

Cornell requires procurement card holders to submit documentation of all purchases on their procurement card within 10 days of receiving an email notification from the PCard Receipt Processing System. Sufficient documentary evidence is necessary in order to comply with university policies, sound business practices, and the requirements of external and internal reviewers. Sufficient documentary evidence includes an **original receipt** (see number 1 below) and an **explanation of business purpose** (see number 2 below.)

1. An “original” receipt is based on what a particular vendor generally provides as proof of purchase, for example: cash register tape, detailed packing slip, copy of an order form (for registrations, applications, subscription, etc.), web receipt or email acknowledgement from vendor, etc. Receipts should include description of item(s) purchased, vendor name, date, quantity, unit price, and total cost. If any relevant information is not included on the receipt, the cardholder will include the missing details within the Business Purpose section of the PCard Receipt Submission screen (see “Electronic Submission of Documentation” at the end of this section).

◆ **Note:** Third-party billing companies such as PayPal generally do not include detailed information about the item(s) purchased. The cardholder should, in cases such as this, provide a copy of the web page that identifies the item(s) purchased and the web receipt from the third-party billing company.

- ❖ **In cases where the original receipt is not immediately available**, the cardholder will create a document containing the following: an explanation as to why the original receipt is not available, details about the transaction including a description of item(s) purchased, vendor’s name, date of purchase, quantity, unit price, total cost, account(s) to charge and, as described below, a description of the business purpose. The cardholder will submit this document, in lieu of the receipt, utilizing the PCard Receipt Processing System.

2. An explanation of the business purpose of the item(s) purchased should include specific information about why the purchase occurred (i.e. lab supplies for study of honey bees). For the payment of business meals, the business purpose must include a list of the attendees.

◆ **Caution:** The business purpose must be written in terms that would be clear to an external reviewer, especially in cases where the item could lend itself to personal use (for example, CDs, videos, meals, and so forth).

◆ **Notes:**

- Credits issued to a procurement card require an explanation from the cardholder, to ensure that the procurement card coordinator can apply the credit to the same account as the original debit.
- Some vendors provide only an estimate of shipping charges when goods are ordered and, therefore, the amount listed on a receipt will sometimes vary from the amount actually charged to the pcard.
- Some vendors mistakenly send pcard receipts to the central university address that is used for accounts payable invoices, rather than to the cardholder, which can account for a cardholder never receiving a receipt.

Electronic Submission of Documentation

A file of pcard transactions is provided by our issuing bank each day. When the transactions in this file are uploaded to Cornell's financial system (Kuali Financial System or KFS), one email notification is sent to the cardholder for each transaction on his/her pcard. The cardholder will respond to this email within 10 days by selecting a link within the email to access the PCard Receipt Processing System. This system makes it easy for cardholders to submit documentation electronically. Cardholders will upload an electronic version of the receipt and enter the business purpose and account(s) to be charged.

The cardholder's submission of electronic documentation creates a record in ImageNow. The pcard coordinator in the FTC/BSC will access the electronic documentation through the ImageNow FTC/BSC workflow queue. Coordinators use the images and other information submitted by the cardholder to review the PCDO in KFS. After reviewing the ImageNow record, updating (as necessary) and approving the PCDO, the coordinator routes forward the ImageNow record. A batch process runs each night that matches up the forwarded ImageNow records to the appropriate PCDO and attaches the electronic documentation to the PCDO.