Note: All documentation must be included with the Monthly Expense Report before mailing for Review.

## EXPENSE REPORT

- Cardholder and Financial Manager Signature/Date
- Invoice/sales receipt from the vendor and/or print screen prior to submission for online orders
- Business purpose written on the supporting documentation, or in the expense description field in Citi, or the transaction log/interdepartmental form
- Credit card slip (if available) taped on the invoice or itemized receipt

## ADDITIONAL DOCUMENTATION

- Advertisement - Copy of the Ad
- F&E purchases - F&E Substantiation Form, Pre-Approval Form for F&E over $500
- Flower purchases - the employee or recipient’s name and their relationship to the employee – specification of illness not required
- Warrant Hold Status for goods or services over $500
- Gifts for retirees and donors – Attachment B Form from OP 72.03
- Membership dues - the enrollment form detailing the charges for the type of dues or the renewal notification/invoice AND the print screen from the list of approved professional societies
- A procurement Card Log should be used to document who is using the card
- Registration - the enrollment form or fee schedule detailing the charges of the conference
- Other items (if applicable) - deviation approval from Purchasing, and/or refund receipts

## SCAN - READY TIPS

- Tape down all small receipts to invoice or full size sheet of paper
- Write an large “X” on paper with print that you DON’T want to be scanned - remember both sizes of the paper will be scanned if both have print on them
- Remove all staples
- Watch tape placement; tape will “fade” the printed information
- If applicable, block out the three digit security code and the first 10 digits of card number
- Mark out SS numbers, date of birth, driver’s license numbers, patient information