



- 1. Policy Statement**
- 2. How it Works**
- 3. Purchasing Card Program Overview**
- 4. Recordkeeping/Receipt Retention and Audit Requirements**
- 5. Responsibilities of Cardholder**
- 6. Misusing the Purchasing Card**
- 7. Responsibilities of Accounts Payable**
- 8. Disputing a Transaction**
- 9. Purchasing Card Cancellations**
- 10. Lost or Stolen Purchasing Cards**
- 11. Record Keeping**
- 12. Use of P Card for Travel**
- 13. Audits**
- 14. Emergency Card Program**
- 15. Use of P Card for Athletics**

1. Policy Statement:

- The Eastern P-Card is to be used for the purchase of goods, services, and travel expenditures as defined by the State of Connecticut and Eastern Ct State University. Transaction limits are restricted to \$999.00 or less per transaction with a maximum \$10,000 monthly credit limit. Twenty transactions are allowed per day and one hundred transactions are allowed per month. These dollar limits are subject to changes/adjustments up to \$250,000 per transaction based on clearly defined business needs, and must be approved by the office of the vice President for Finance and Administration or his/her designee.
- The P-Card is designed to be used strictly and solely for Eastern business-related purchases and services. Use of the card for personal purchases is prohibited and could result in the immediate and irrevocable forfeiture of the P-Card and/or disciplinary action.
- The Program Coordinator is responsible for monitoring the effectiveness of the Purchasing Card Program and user compliance with the procedures outlined in this policy.

2. How It Works:

The purchasing card simplifies the procurement and disbursement process by facilitating point-of-demand procurement. Purchasing authority is delegated to the ordering departments enabling the authorized Cardholders to place an order directly with the suppliers. The purchasing card program provides enhanced control for all transactions by producing immediate decisions on five specific authorization criteria.

When a purchase authorization is requested by the vendor at the point-of-sale, the MasterCard system validates the transaction against pre-set limits established by Eastern. All transactions are approved or declined (instantaneously) based on the following purchasing card authorization criteria: (Subject to changes/adjustments based on clearly defined business needs and approved by the office of the Vice President for Finance and Administration or his designee).

- Number of transactions allowed per day - Twenty (20)
- Number of transactions allowed per month- One Hundred (100)
- Single purchase limit not to exceed \$999.00
- Spending limit per month:
 - i. Standard card limits: \$10,000.00
 - ii. University Travel card holder: \$40,000.00. (single transaction, \$3,500.00)
 - iii. Associate Director for Acquisitions \$40,000.00. (single transaction, \$5,000.00)
- Approved commodity code- (*Merchant Commodity Codes (MCC) established by the bank and encoded into the magnetic strip on the reverse side of the card.*)

The authorization process occurs through an electronic system that supports the purchasing card processing services under Eastern's agreement with JP Morgan Chase. In addition, Fiscal Affairs has the capability to view a large selection of daily reports to effectively monitor the use of purchasing cards. Fiscal Affairs will also identify opportunities to further maximize Eastern's significant buying power through contract negotiations and contract administration.

3. Purchasing Card Program Overview

- P-Cards are issued to employees of Eastern as designated by the Vice President for Finance and Administration.
- Only the Cardholder is authorized to use the card and is responsible for all purchases made.
- The P-Card may be used for the procurement of low value goods and services for authorized official business only and in accordance with the guidelines established by Purchasing and Contract Compliance and Travel. Purchases of restricted items listed and purchases in excess of \$999.00 must continue to be processed in accordance with established procurement and travel policies.
- The P-Card may not be used for the following:

RESTRICTED PURCHASES

- Personal purchases
- Alcoholic beverages
- Cash advances of any type

- Construction and renovation services
- Equipment over \$1,000.00 (including computer hardware, CPUs, monitors and printers)
- Wall to wall carpet
- Furniture of any type, unless on-line only or emergency purchases
- Gifts/donations unless specifically purchased for student events using student activity funds only
- Insurance
- Personal use items (i.e.; attaches, folios, pen/pencil sets, etc.)
- Precious metals
- Capital equipment (e.g., photocopier, computer)
- Controlled Goods/Substances (including hazardous and radioactive materials, chemicals)
- Employee benefits (including entertainment, tuition and gifts)
- Financial instruments (e.g., money order, bank draft)
- Fines, late fees, penalties (including parking tickets)
- Internet transactions not on a secured site
- Special services (including independent contractors, performers, consultants, speakers)
- Temporary Help
- Gasoline for State Vehicles

APPROVED PURCHASES

- The P-Card may be used for the following types of purchases:
 - Books, periodicals, and electronic media
 - Conference registrations (University Travel card only)
 - Air and rail tickets (University Travel card only)
 - Automobile rental (University Travel card only)
 - Accommodation expenses (e.g., hotel, motel and other accommodation) (University Travel card only)
 - Subscriptions (departmental use only)
 - Advertisements
 - Printing services
 - Postage (non-metered mail up to \$50.00 value)
 - Tools, fixtures, and miscellaneous apparatus
 - Dues and professional membership
 - Emergencies – refer to Accounts Payable Direct Pay Policy
 - Meals – (traveler's) expense not to exceed per Diem. (Declining Balance cards only)
 - Meals – (business)
 - Internet transactions on secured site, not previously categorized above
 - Educational/ student club supplies
 - Equipment under \$1,000.00
 - Software licenses
 - Mobile phones/ipads
 - Prizes for student events

4. Recordkeeping/Receipt Retention and Audit Requirements:

- Eastern's agency coordinator is the liaison between Eastern, DAS, OSC, and JP Morgan Chase. The coordinator insures compliance with program and internal procedures, conducts training, identifies potential cardholders, approves application/change forms, assists cardholder(s) as needed, and completes necessary accounting documents as necessary to commit and expend funds.
- Each purchasing card user must keep a monthly log of all transactions and reconcile the monthly bank account statement on the JP Morgan website. Periodic audit reviews will be conducted on all card user activities.

5. Responsibilities of the Cardholder:

- Completing the Purchasing Card Application Form and obtaining necessary approval signature
- Using the card for State purchases and approved items only
- Ensuring at point of sale that the purchase is tax exempt.
- Maintaining all supporting documentation – Every transaction must be supported by a receipt
- Ensuring receipt of goods and following up with the vendor to resolve disputes and arranging for returns, credits, delivery problems, etc.
- Reporting lost or stolen card immediately.
- Safeguarding card security at all times.
- Ensuring the reconciliation of the Purchasing Card Log to the JP Morgan Chase statement. Completing the reconciliation process as required by agency procedures. (Section #11 – Recordkeeping)
- Notify P-Card Administrator that data is ready for review.
- The cardholder is responsible for repayment of improper charges and has personal liability for misuse.

6. Misusing the Purchasing Card:

The Purchasing Card represents Eastern's trust in you and your empowerment as a responsible employee of the University to safeguard and protect our assets. As a Cardholder, you assume the responsibility for the protection and proper use of the Purchasing Card.

The following situations are examples of *misuse* of the Purchasing Card:

- Use of card for personal purchases;
- Use of card by individual other than Cardholder;
- Use of the card to purchase a restricted item as identified in section 3.
- Splitting orders at point of sale to avoid the single transaction limit;
- Inappropriate re-allocation; and/or
- Failure to re-allocate charges within the period specified for re-allocation

7. Responsibilities of Accounts Payable

- Ensure that monthly payment to JP Morgan Chase is processed in a prompt manner.
- Prepare journal entry to charge appropriate expenses by index in Banner.

8. Disputing a Transaction

- The Cardholder is responsible for following up with a vendor regarding any erroneous charges, disputed items or returns within five (5) business days from receipt of the bank statement. A Cardholder may dispute a charge that appears on his/her monthly charge card statement. Disputed charges can result from failure to receive goods, fraud or misuse, altered charges, defective merchandise, incorrect amounts, duplicate charges, credits not processed, etc. The Cardholder should contact the vendor first to resolve any outstanding issues. Most issues can be resolved this way.
- If the Cardholder is unable to reach agreement with the vendor, the next step is to notify the Program Administrator with any supporting documentation for assistance.

9. Purchasing Card Cancellations:

- P-Cards are cancelled under the following conditions:
 - Employee transfer or termination.
 - When deemed appropriate and necessary by the Vice President for Finance and Administration.
- P-Card cancellations require the following action:
 - To cancel a P-Card, the card must be cut in half and sent to the Program Administrator along with a written request for cancellation.

10. Lost or Stolen Purchasing Cards:

It is the responsibility of the Cardholder to report a lost or stolen Purchasing Card immediately. Notification must be made by phone directly to JP Morgan Chase (800)_316-6056. Bank representatives are available 24 hours a day, seven days a week. When reporting a lost or stolen card, the cardholder must tell the representative the call is regarding a purchasing card. The Cardholder must also contact the Program Administrator, Susan Kennedy (phone 465-5370, email – kennedys@easternct.edu, at the time of the occurrence. Verbal reports of lost or stolen purchasing cards must be followed in writing to the Program Administrator.

11. Record Keeping:

Billing cycle review and approval of P-Card transactions is required at the **cardholder** level and appropriate documentation (log and/or requisitions) must be maintained.

Every cardholder is required to review their purchasing card transactions on a monthly basis using the JPMorgan Chase's web-based support system, Smart Data Online (SDOL). Refer to the "P-Card Program Smart Data Online (SDOL) Program Tip Sheets" in this manual's appendix for more information on managing your P-Card activity and, by doing so, will be certifying that purchases are consistent with all University policies and procedures. **Every transaction must be supported by a receipt.** If a credit is issued, a receipt or some form of documentation relating to the original transaction should be provided. All supporting documentation must be secured to the billing statement to facilitate auditing.

Purchases made at the end of a billing cycle may not appear until the next billing statement. Documentation for purchases that do not appear on the cardholder's current statement must be held in a "pending" folder for timely retrieval and reconciliation of future statements.

If a receipt is missing, the vendor may be able to assist the cardholder by producing a copy; or, the cardholder may request a copy of the sales draft from JPMorgan Chase. Please remember that JPMorgan Chase will charge \$5 for each copy provided and retains copies for 118 days from the transaction date, after which all copies are destroyed. Requests for such copies shall be charged to the cardholder's Banner Index.

12. Use of the P-Card for Travel:

Program Overview

The use of the standard P-card is prohibited for travel related expenses. The Eastern Travel Card may be used to pay expenses for employees traveling on University business, provided that an approved Travel Authorization is on file with the Accounts Payable Department. Travel expenses allowed on the Travel Card include airfare, lodging, registration, car rental, other ground transportation, and miscellaneous travel expenses. Purchases must comply with the Connecticut State University System travel policies. **No personal expenses are allowed on the P-CARD at any time.**

Declining Balance P-Cards

Declining balance cards are trip specific. They are setup to be used for Global field courses that generally run from one week to one month. Once the trip is completed, the card is closed unless the course will again be scheduled for the following academic year. Total spending

limits will always be variable from card to card depending upon the needs of the tour and budgetary constraints.

Criteria for Use:

- To be utilized for ground and miscellaneous expenses for study tour events.
- Most hotel and airline charges will be processed through regular University payment channels.
- Individual P-Card restrictions for authorizations per day, daily spend, single purchase limits or transactions per billing cycle may be pre-established for each study tour card holder by the Assistant Dean of Continuing Education, or his/her designee. The card must be used **only** for expenses relating to the trip.
- Card users must take into consideration currency conversion and rate conversion fees on all foreign expenditures to prevent exceeding total spend limit.

Traveler Responsibilities

It is the traveler's responsibility to ensure that all travel expenses are reasonable, necessary and in accordance with CSUS Travel policy. The CSUS Travel policy requires approval via a TA form prior to travel. Issuance of a TA Number by the Eastern Accounts Payable Department indicates approval and acceptance of the travel request and signals to the requestor that appropriate travel arrangements may begin. Reference CSUS Travel Policy at <http://www.easternct.edu/depts/fiscal/TravelPoliciesProcedures.htm>

Meals and the P-Card

Meals while on authorized University travel **are allowed** on the Eastern P-Card as referred to in Section 3.

13. AUDITS

Periodic audits will be made to cardholder accounts to ensure compliance with established procedures for card use:

- ***Use of card to purchase restricted item.***
- ***Splitting orders at point of sale to avoid single transaction limit.***
- ***Sales tax not exempted.***
- ***Use of card for personal purchases.***
- ***Use of card by any individual other than the cardholder.***

Consequences of misuse will include any one, or a combination of the following remedial actions:

- ***Temporary suspension of cardholder privileges.***

- *Card suspension with permanent loss of privileges.*
- *Disciplinary action up to personal liability and repayment.*

14. Emergency P-Card Program

The State of Connecticut has implemented an Emergency Purchasing Card Program that is part of the current Purchasing Card Program administered by the Office of the State Comptroller and Department of Administrative Services. The purpose of the Emergency Purchase Card is to have a purchasing mechanism in place that is activated by a State of Emergency.

CONDITIONS OF USE:

The Eastern Purchasing Card may be used for emergency purchases in the event of a State of Emergency declared by the Governor and if no action to disapprove has been taken by the General Assembly (CGS Sec 28-9).

EMERGENCY CARDHOLDER/S:

The Emergency cardholder, Vice President of Finance and Administration, will have transaction limits raised and be responsible for placing orders and maintaining receipts. The Agency Purchasing Card Coordinator will be responsible for maintaining the documentation.

15. Use of the P Card by Athletics

Standard P Cards have been issued to coaches for the purchase of meals and miscellaneous expenses while on team travel events. They are not to be used for purchasing airfare, lodging, or vehicle rentals with the exception of:

- Weather Emergencies, or other catastrophic events preventing return flights.
- Tournament play/play-offs requiring extra day stays at the play-off venue.

JP Morgan, in conjunction with Eastern CT State University will engage the “Stranded Traveler Policy.

In order to be classified as a Stranded Traveler, **the cardholder must be on travel**, unable to adhere to previously arranged accommodations and/or flights based on the exceptions above.

At that time, the card user must call the Customer Service number on the back of the card, and explain the circumstances.

Examples:

Extended stay at Hotel (cost per day) for play-offs.

Car Rental if a change in venue

Meals

Rescheduled Transportation: canceled flights or extended dates.

If the call is received During Business Hours (M-F 8am-5pm in company time zone), JP Morgan's Customer Service will transfer to the Program Administrator, Susan Kennedy. If the PA is not available, a message will be left, and the account managed to allow for legitimate charges.

If the call is received after hours, Customer Service will manage the account, to allow for legitimate charges.

APPENDIX

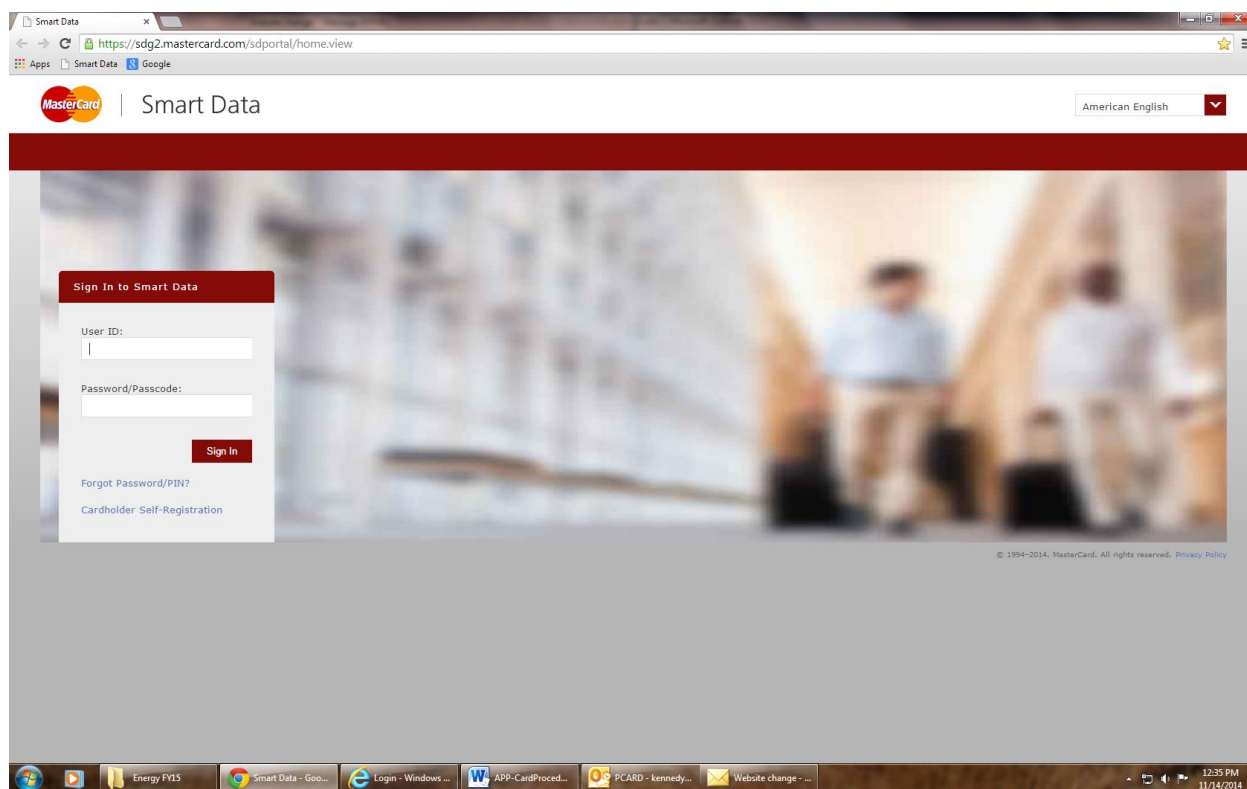
SMART DATA ONLINE (SDOL) PROGRAM TIP SHEET

This tip sheet is provided to give you direction on accessing Smart Data Online, JPMorgan Chase's online program for Eastern Connecticut State University's P-card.

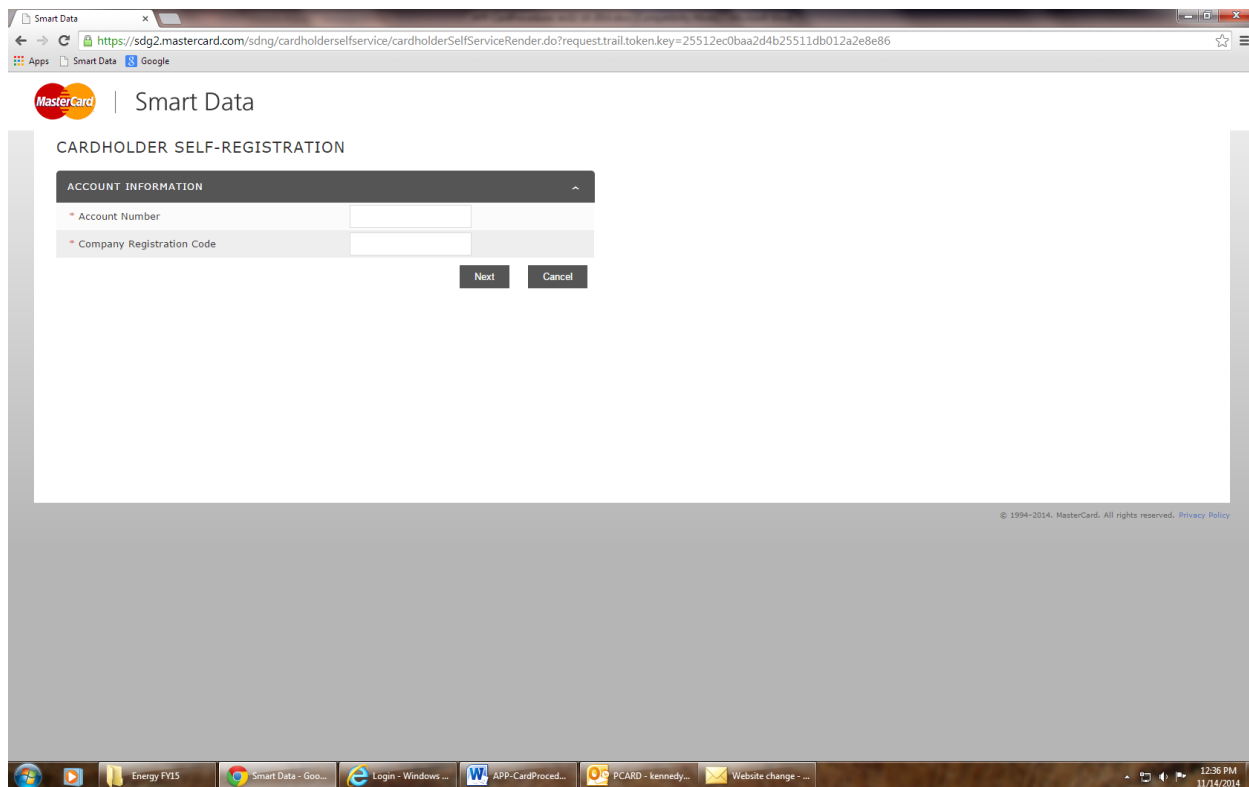
LOGGING INTO SMART DATA ONLINE FOR THE FIRST TIME

These are the steps you will follow to log into Smart Data Online (SDOL):

1. **Access the Smart Data login page:** To begin the process, launch your Internet browser and enter the following address:
<https://sdg2.mastercard.com/sdportal/home.view>.
The login screen looks like this:



FOR YOUR FIRST LOGIN/SELF REGISTRATION: Tab through the User ID and Password fields, and click on the “Cardholder Self-Registration” link. Enter your P-card’s sixteen-digit account number as your login ID. Do not include any dashes or spaces. Enter Eastern’s Registration number 387487.



Click “Next” and continue to next screen in order to complete your profile and password information.

Select a new password that will be easy for you to remember, but difficult for others to guess. The SDOL password requirements are as follows:

- 8-20 characters long; two of which must be numeric
- Case sensitive
- Cannot contain spaces
- Cannot be reused
- Cannot be the same as your User ID

SMART DATA ONLINE HOMEPAGE

From the SDOL homepage, you can view your company information, read important news about the system, link to other resources, or download scheduled reports and exports from your Inbox.

When you're logged into the SDOL program, your regular Internet browser (i.e. Internet Explorer) buttons are hidden.

The SDOL program has an online help system that you can click on to provide assistance throughout the program.

The SDOL system home page looks like this:

The screenshot shows the Smart Data online homepage in a web browser. The browser's address bar displays the URL <https://sdg2.mastercard.com/sdportal/dashboard.view>. The page features a red navigation bar with links for Home, My Profile, and Account Activity. The main content area is divided into several sections:

- ACTIVITY**: A list of activity items including Alerts & Notifications, Most Recent Posting Date, Total Transactions, and Reviewed Transactions.
- REPORTS & DATA FILES**: A list of reports including Scheduled Reports, Completed Reports, Account Statement, and Accounting Code Detail.
- REVIEW REQUIRED**: A table listing items requiring review, including Boston Celtics, New England Associ, NASPA -EXPERIENT, Flight Trampoline - NE, and Marriott.
- NEWS**: A section with news items such as "WELCOME TO THE NEWLY REDESIGNED SMARTDATA!", "SMARTDATA 14.3 RELEASE", and "RECEIPT UPLOAD AND VIEWING ISSUE".
- LINKS**: A section with links to SmartData Toolbox, SDRAM New Accounts Helpful Hints, and Resource Center.
- RESOURCE CENTER**: A section with links to 14.3 Release Notes, Disputes - Helpful Hints, Web Tutorial, Account User's Guide, and Sample Reports Guide.

The bottom of the page shows a status bar with a 100% zoom level.

SMART DATA ONLINE TRAINING TUTORIAL

After you login to SDOL, you should complete the JPMorgan Chase Training Tool, to familiarize yourself with the SDOL application. The training tool link is located in the “Resources Center” section of the SDOL home page. Select the “Web Tutorial” training link and follow the prompts through the training.

The online training tool will take you through an introduction to the program and getting started (logging on to SDOL and the homepage). The training tool also will navigate you through financial transactions and reporting options. The training tool will take approximately one hour to complete.

CARDHOLDER RECORD KEEPING RESPONSIBILITIES

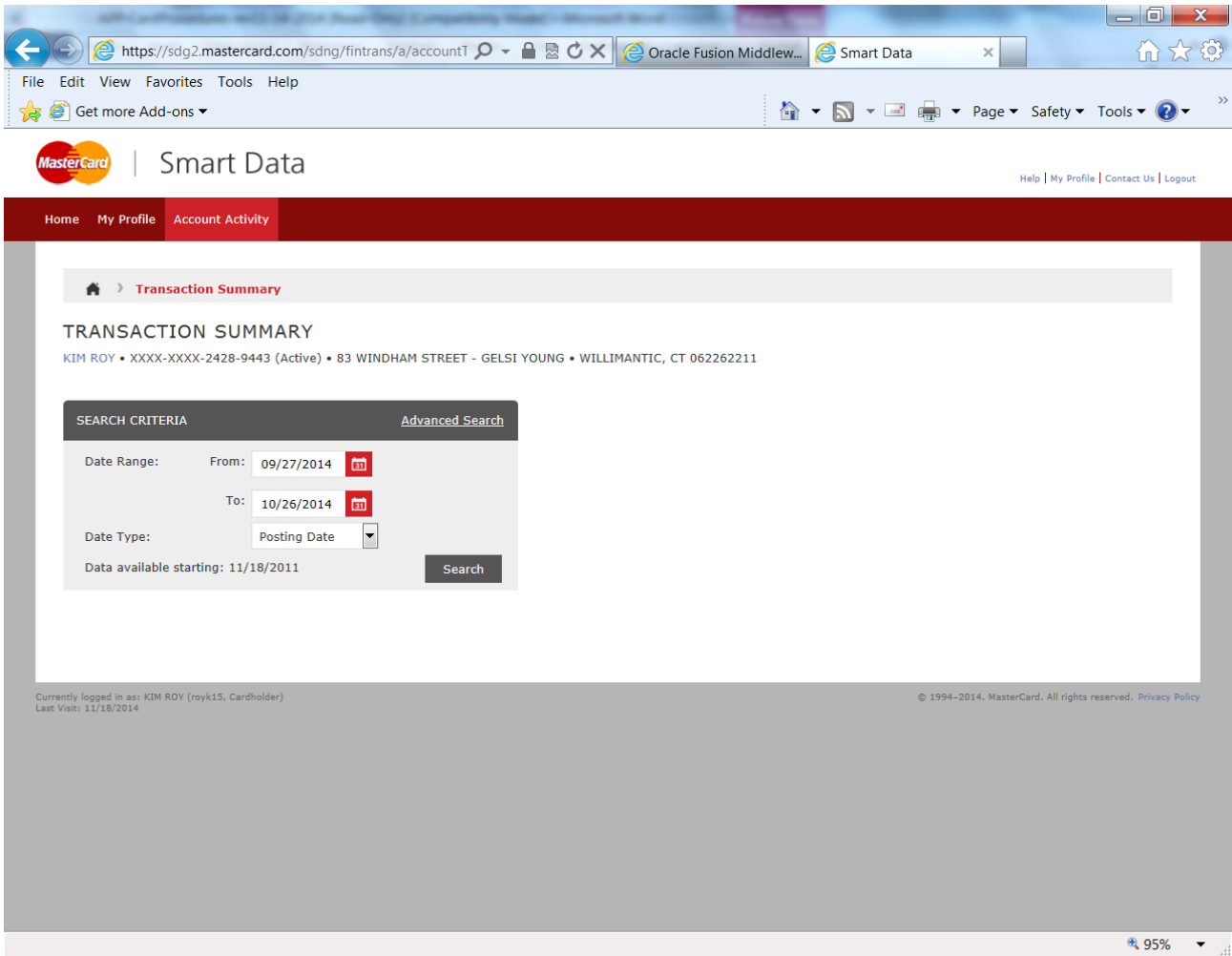
The monthly billing cycle for the P-card program is from the 26th day of the month to the 25th day of the next month. Each cardholder is responsible for reviewing their transactions not more than 10 business days following the end of the billing cycle.

To verify charges:

Under Account Activity, click on Transaction summary

The screenshot shows the Smart Data dashboard in a web browser. The browser address bar displays <https://sdg2.mastercard.com/sdportal/dashboard.view>. The dashboard has a red header with the MasterCard logo and the text "Smart Data". Below the header, there are navigation tabs: "Home", "My Profile", and "Account Activity". The "Account Activity" tab is selected, and a dropdown menu is open, showing options: "Transaction Summary", "Account Information", "Account Manager", "Merchant Summary", "Add Cash Transaction", "Cost Allocation Management", "Schedule Report", "Completed Reports", "Scheduled Reports", "Account Statements", "Manage Receipts", and "Total Items: 58". The "Transaction Summary" option is highlighted. The main content area shows a table of transactions with columns for "ACTIVITY", "ALERTS", "MOST R", "TOTAL T", and "REVIEW". The table lists several transactions, including "BOSTON 226 CAUS", "NEW EN 3 BURLIN", "NASPA -EXPERIENT", "FLIGHT TRAMPOLINE - NE", and "MARRIOTT". The right sidebar contains sections for "NEWS", "LINKS", and "RESOURCE CENTER". The "NEWS" section includes a welcome message and a "RECEIPT UPLOAD AND VIEWING ISSUE" notice. The "LINKS" section includes "SMARTDATA TOOLBOX" and "SDRAM NEW ACCOUNTS HELPFUL HINTS". The "RESOURCE CENTER" section includes "14.3 RELEASE NOTES", "DISPUTES - HELPFUL HINTS", "WEB TUTORIAL", "ACCOUNT USER'S GUIDE", and "SAMPLE REPORTS GUIDE".

Search by Date Range involving either the charge's posting date or transaction dates (see screen shot below).



Select “Search” to view transactions for the period selected.

Transaction summary:

“Expand All” to view all charges. You may enter accounting information from this view, or Click on the arrow > for Accounting Detail

https://sdg2.mastercard.com/sdng/fintrans/a/accountT Smart Data

File Edit View Favorites Tools Help

Get more Add-ons

Date range: From: 09/27/2014 To: 10/15/2014 Date Type: Posting Date Data available starting: 11/14/2011 Search

SEARCH RESULTS

Expand All | Collapse All Search Total: 23,365.94

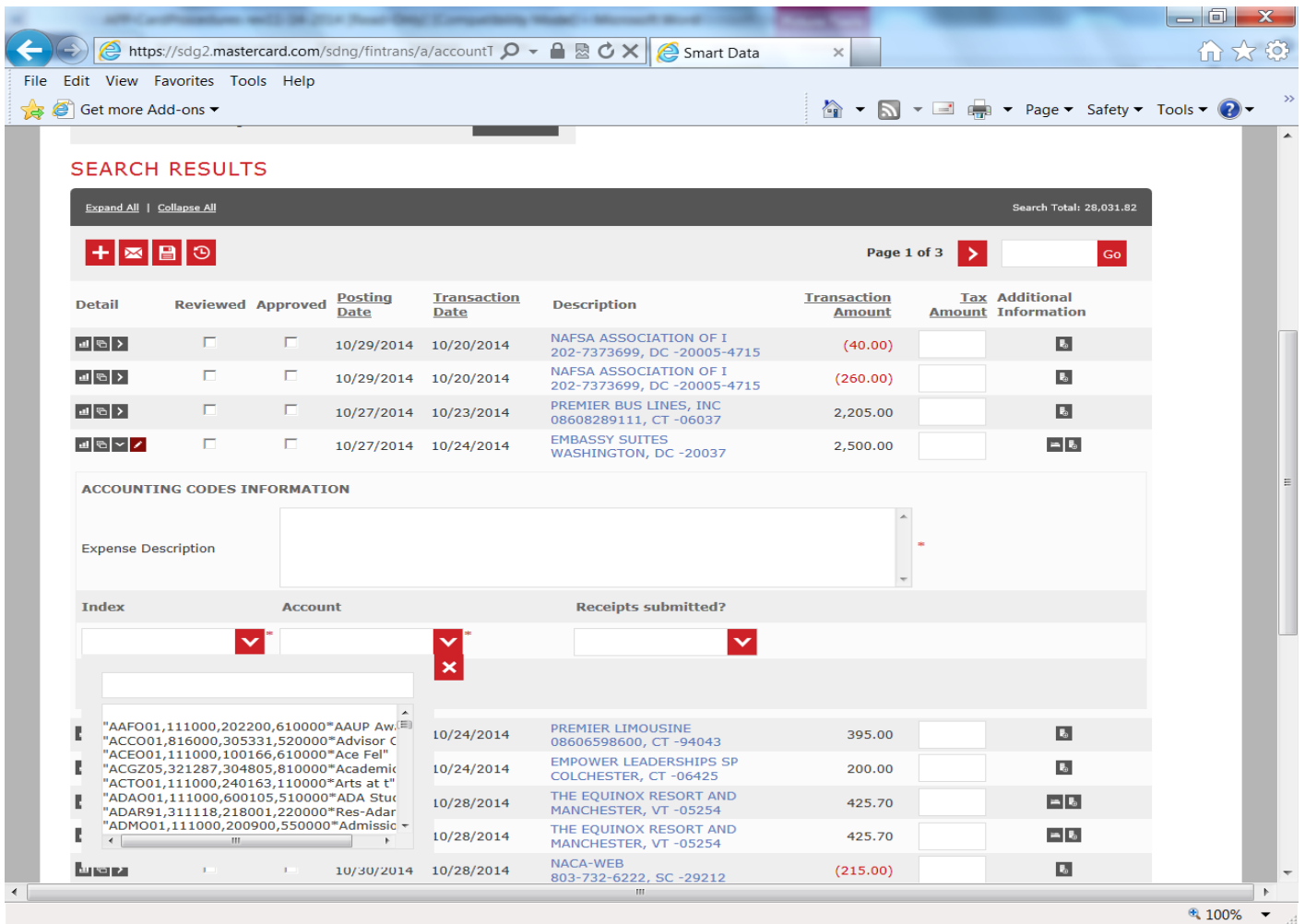
Page 1 of 2 Go

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Additional Information
			09/29/2014	09/25/2014	NASPA-AUTHORIZE.NET 202-265-7500, DC -20002	25.00		
			09/29/2014	09/26/2014	CCAS 07572211784, VA -23188	515.00		
			09/29/2014	09/26/2014	NEW ENGLAND BOARD OF H 617-357-9620, MA -02111	417.00		
			09/29/2014	09/27/2014	TICKETLEAPTICKETS COM 877-8495327, PA -19103	154.00		
			09/30/2014	09/29/2014	YANKEE SECURITY CONVEN 800-2098266, NH -03301	525.00		
			09/30/2014	09/29/2014	YANKEE SECURITY CONVEN 800-2098266, NH -03301	525.00		
			09/30/2014	09/29/2014	YANKEE SECURITY CONVEN 800-2098266, NH -03301	525.00		
			10/01/2014	09/30/2014	CARL'S VAN RENTALS FT LAUDERDALE, FL -33316	1,507.29		
			10/01/2014	09/30/2014	CARL'S VAN RENTALS FT LAUDERDALE, FL -33316	1,507.29		
			10/01/2014	09/30/2014	BLK*CCMC FOUNDATION 8608375700, CA -92121	25.00		
			10/01/2014	09/30/2014	NAFSA ASSOCIATION OF I 202-7373699, DC -20005-4715	260.00		
			10/01/2014	09/30/2014	CARL'S VAN RENTALS FT LAUDERDALE, FL -33316	1,507.29		
			10/03/2014	10/02/2014	XL CENTER 877-263-9372, CT -06103	576.40		

javascript:void(0); 100%

The following must occur for each transaction:

- Complete a brief "Expense Description" for the transaction. Some examples may include listing the specific purpose for the item (i.e. TA # for Travel; Candidate search for refreshment, etc.)
- Open the "Account Codes" and select the appropriate Account code for the purchase from the drop down menu.
- Click on the  under the INDEX field, type "ACCO01", and click on the Index.
- "SAVE" after each entry.
- A receipt must be matched to each transaction. Select the "Receipt" check box. If for some reason the receipt is missing, you as the cardholder are responsible for acquiring a copy of the receipt and keeping it with a copy of the billing statement for audit purposes.
- Once you have verified the transaction, select "Cardholder Reviewed and Approved."



The screenshot shows the SDG2 Mastercard web application interface. The browser address bar displays <https://sdg2.mastercard.com/sdng/fintrans/a/accountT>. The page title is "SEARCH RESULTS". Below the title, there are buttons for "Expand All" and "Collapse All", and a "Search Total: 28,031.82" indicator. The main table displays transaction details with columns: Detail, Reviewed, Approved, Posting Date, Transaction Date, Description, Transaction Amount, Tax Amount, and Additional Information. The table shows four transactions from 10/20/2014 to 10/24/2014, including entries for NAFSA ASSOCIATION OF I and PREMIER BUS LINES, INC. Below the table, there is a section for "ACCOUNTING CODES INFORMATION" with a text input field for "Expense Description". At the bottom, there is a table for "Index" and "Account" with a dropdown menu for "Receipts submitted?". The dropdown menu is open, showing a list of account codes and their corresponding descriptions.

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Additional Information
	☐	☐	10/29/2014	10/20/2014	NAFSA ASSOCIATION OF I 202-7373699, DC -20005-4715	(40.00)		
	☐	☐	10/29/2014	10/20/2014	NAFSA ASSOCIATION OF I 202-7373699, DC -20005-4715	(260.00)		
	☐	☐	10/27/2014	10/23/2014	PREMIER BUS LINES, INC 08608289111, CT -06037	2,205.00		
	☐	☐	10/27/2014	10/24/2014	EMBASSY SUITES WASHINGTON, DC -20037	2,500.00		

ACCOUNTING CODES INFORMATION

Expense Description:

Index	Account	Receipts submitted?
		

Account Code List:

- "AAFO01,111000,202200,610000"AAUP Aw.
- "ACCO01,816000,305331,520000"Advisor C
- "ACE001,111000,100166,610000"Ace Fel"
- "ACGZ05,321287,304805,810000"Academic
- "ACT001,111000,240163,110000"Arts at t"
- "ADAO01,111000,600105,510000"ADA Stuc
- "ADAR91,311118,218001,220000"Res-Adar
- "ADMO01,111000,200900,550000"Admissic

Transaction Details:

Transaction Date	Description	Transaction Amount	Tax Amount	Additional Information
10/24/2014	PREMIER LIMOUSINE 08606598600, CT -94043	395.00		
10/24/2014	EMPOWER LEADERSHIPS SP COLCHESTER, CT -06425	200.00		
10/28/2014	THE EQUINOX RESORT AND MANCHESTER, VT -05254	425.70		 
10/28/2014	THE EQUINOX RESORT AND MANCHESTER, VT -05254	425.70		 
10/30/2014	NACA-WEB 803-732-6222, SC -29212	(215.00)		

To Split Transaction Amounts with other Indexes, Click on middle icon.

Browser window showing the search results for transactions on the <https://sdg2.mastercard.com/sdng/fintrans/a/accountT> page. The page displays a list of transactions with columns for Detail, Reviewed, Approved, Posting Date, Transaction Date, Description, Transaction Amount, Tax Amount, and Additional Information.

SEARCH RESULTS

Expand All | Collapse All Search Total: 28,031.82

Page 1 of 3

SPLIT TRANSACTION

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Additional Information
  	☐	☐	10/29/2014	10/20/2014	NAFSA ASSOCIATION OF I 202-7373699, DC -20005-4715	(40.00)		
  	☐	☐	10/29/2014	10/20/2014	NAFSA ASSOCIATION OF I 202-7373699, DC -20005-4715	(260.00)		
  	☐	☐	10/27/2014	10/23/2014	PREMIER BUS LINES, INC 08608289111, CT -06037	2,205.00		
  	☐	☐	10/27/2014	10/24/2014	EMBASSY SUITES WASHINGTON, DC -20037	2,500.00		 
  	☐	☐	10/27/2014	10/24/2014	PREMIER LIMOUSINE 08606598600, CT -94043	395.00		
  	☐	☐	10/27/2014	10/24/2014	EMPOWER LEADERSHIPS SP COLCHESTER, CT -06425	200.00		
  	☐	☐	10/29/2014	10/28/2014	THE EQUINOX RESORT AND MANCHESTER, VT -05254	425.70		 
  	☐	☐	10/29/2014	10/28/2014	THE EQUINOX RESORT AND MANCHESTER, VT -05254	425.70		 
  	☐	☐	10/30/2014	10/28/2014	NACA-WEB 803-732-6222, SC -29212	(215.00)		
  	☐	☐	10/30/2014	10/28/2014	THE DESMOND HOTEL 05188698100, NY -12211	316.92		 
  	☐	☐	10/30/2014	10/29/2014	MARRIOTT PROVIDENCE, RI -02904	291.54		 
  	☐	☐	10/31/2014	10/30/2014	TICKETLEAPTICKETS COM 877-8495327, PA -19103	238.80		
  	☐	☐	11/03/2014	10/31/2014	SHERATON BURLINGTON, VT -05403-5715	130.90		 
  	☐	☐	11/04/2014	11/03/2014	MARRIOTT HARTFORD, CT -06106	717.60		 
  	☐	☐	11/04/2014	11/03/2014	MARRIOTT HARTFORD, CT -06106	538.20		 
  	☐	☐	11/04/2014	11/03/2014	MARRIOTT HARTFORD, CT -06106	538.20		 
  	☐	☐			MARRIOTT			 

100%

Click on “Add” to select the number of splits.
 Type in Description and Amounts to Split – Click Save

Financial Transaction successfully modified.

SPLIT TRANSACTION

KIM ROY • XXXX-XXXX-2428-9443 (Active) • 83 WINDHAM STREET - GELSI YOUNG • WILLIMANTIC, CT 062262211

Financial Detail | **Split Detail**

Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Net Transaction Amount	Additional Information
☐	☐	11/06/2014	11/05/2014	INST OF CERTIFIED MGMT 011111111111, NJ -07645	1,015.00		1,015.00	

Split(s): **Add**

Remove | **Expand All** | **Collapse All**

Split By: Split and Balance To:

Description	Percent	Amount	Tax Amount	Net Amount
☐ ➤ Registration	50.00	507.50	0.00	507.50
☐ ➤ Registration	50.00	507.50	0.00	507.50
Totals:	100.00	1,015.00	0.00	1,015.00

ently logged in as: KIM ROY (royk15, Cardholder)
 Visit: 11/14/2014

© 1994–2014. MasterCard. All rights reserved. [Privacy Policy](#)

95%

Click on → to Enter the Index and Account

Save after each Entry.

To Run Your Monthly Report:

1. On the Home page click on Total Transactions.

The screenshot shows the Smart Data dashboard in a web browser. The browser's address bar displays <https://sdg2.mastercard.com/sdportal/dashboard.view>. The dashboard has a red header with the MasterCard logo and 'Smart Data' text. Below the header is a navigation bar with 'Home', 'My Profile', and 'Account Activity' tabs. The 'Account Activity' tab is selected, and a dropdown menu is open, showing options like 'Transaction Summary', 'Account Information', 'Account Manager', 'Merchant Summary', 'Add Cash Transaction', 'Cost Allocation Management', 'Schedule Report', 'Completed Reports', 'Scheduled Reports', 'Account Statements', and 'Manage Receipts'. The 'Transaction Summary' option is highlighted in red. The main content area is divided into three sections: 'ACTIVITY' on the left, 'REPORTS & DATA FILES' in the center, and 'NEWS' on the right. The 'ACTIVITY' section shows a list of transactions with columns for merchant name, amount, and date. The 'REPORTS & DATA FILES' section shows a list of reports with columns for report name, date, and status. The 'NEWS' section contains several news items with icons and text. The bottom of the dashboard features a 'SPEND BY CATEGORY' section with a bar chart and a 'Total Spend' section with a line chart. The browser's status bar at the bottom shows '95%' zoom level.

MasterCard | Smart Data

Help | My Profile | Contact Us | Logout

Home My Profile Account Activity

Transaction Summary

Account Information

Account Manager 0

Merchant Summary

Add Cash Transaction 57

Cost Allocation Management 0

Schedule Report

Completed Reports

Scheduled Reports

Account Statements

Manage Receipts

REPORTS & DATA FILES

SCHEDULED REPORTS >

COMPLETED REPORTS >

ACCOUNT STATEMENT >

ACCOUNTING CODE DETAIL > sept - 10/28/2014

More

NEWS

WELCOME TO THE NEWLY REDESIGNED SMARTDATA! > You now have access to all the same features plus more. For a sum...

SMARTDATA 14.3 RELEASE > Please be advised that, as part of ongoing system improvement effort...

RECEIPT UPLOAD AND VIEWING ISSUE > Please be advised we are aware of sporadic issues occurring when att...

More

LINKS

SMARTDATA TOOLBOX >

SDRAM NEW ACCOUNTS HELPFUL HINTS >

RESOURCE CENTER

14.3 RELEASE NOTES >

DISPUTES - HELPFUL HINTS >

WEB TUTORIAL > Online Training Tool

ACCOUNT USER'S GUIDE > Complete Manual

SAMPLE REPORTS GUIDE > Complete Manual

SPEND BY CATEGORY

Total Spend

95%

- Select the appropriate Billing Cycle for that report (You may also run the report by Date Range involving either the charge's posting date or transaction date.)

Transaction Summary

KIM ROY • XXXX-XXXX-2428-9443 (Active) • 83 WINDHAM STREET - GELSI YOUNG • WILLIMANTIC, CT 062262211

SEARCH CRITERIA [Advanced Search](#)

Date Range: From: 09/27/2014 To: 10/26/2014

Date Type: Posting Date

Data available starting: 11/18/2011

SEARCH RESULTS

Expand All | Collapse All Search Total: 31,183.72

Page 1 of 3

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Additional Information
	☐	☐	09/29/2014	09/25/2014	NASPA-AUTHORIZE.NET 202-265-7500, DC -20002	25.00		
	☐	☐	09/29/2014	09/26/2014	CCAS 07572211784, VA -23188	515.00		
	☐	☐	09/29/2014	09/26/2014	NEW ENGLAND BOARD OF H 617-357-9620, MA -02111	417.00		
	☐	☐	09/29/2014	09/27/2014	TICKETLEAPTICKETS.COM 877-8495327, PA -19103	154.00		
	☐	☐	09/30/2014	09/29/2014	YANKEE SECURITY CONVEN 800-2098266, NH -03301	525.00		

3. Click on Account Activity and select Schedule Report.

The screenshot shows the MasterCard Smart Data website. The browser address bar displays <https://sdg2.mastercard.com/sdng/fintrans/a/accountT>. The page has a red header with the MasterCard logo and "Smart Data" text. Below the header is a navigation bar with "Home", "My Profile", and "Account Activity" (which is highlighted). A dropdown menu is open under "Account Activity", showing options: Transaction Summary, Account Information, Account Manager, Merchant Summary, Add Cash Transaction, Cost Allocation Management, **Schedule Report** (highlighted in red), Completed Reports, Scheduled Reports, Account Statements, and Manage Receipts. The main content area shows a search filter section with "Date Range:" and "Date Type:" dropdowns, and a "Search" button. Below this is a table of transactions. The table has columns: Detail, Reviewed, Approved, Posting Date, Transaction Date, Description, Transaction Amount, Tax Amount, and Additional Information. The table shows 5 transactions. The first transaction is from NASPA-AUTHORIZE.NET for 25.00. The second is from CCAS for 515.00. The third is from NEW ENGLAND BOARD OF H for 417.00. The fourth is from TICKETLEAPTICKETS.COM for 154.00. The fifth is from YANKEE SECURITY CONVEN for 525.00. The page footer shows "Page 1 of 3" and a "Go" button.

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Additional Information
	☐	☐	09/29/2014	09/25/2014	NASPA-AUTHORIZE.NET 202-265-7500, DC -20002	25.00		
	☐	☐	09/29/2014	09/26/2014	CCAS 07572211784, VA -23188	515.00		
	☐	☐	09/29/2014	09/26/2014	NEW ENGLAND BOARD OF H 617-357-9620, MA -02111	417.00		
	☐	☐	09/29/2014	09/27/2014	TICKETLEAPTICKETS.COM 877-8495327, PA -19103	154.00		
	☐	☐	09/30/2014	09/29/2014	YANKEE SECURITY CONVEN 800-2098266, NH -03301	525.00		

4. Select "Accounting Code Detail Report".

The screenshot shows a web browser window with the URL <https://sdg2.mastercard.com/sdng/report/schedule/rei>. The page is titled "Smart Data" and has a navigation bar with "Home", "My Profile", and "Account Activity". The "Account Activity" tab is selected.

The main content area is titled "PROGRESS - STEP 1" and contains a "Select Report" section with the text "No report selected". Below this is a "SCHEDULE REPORT: CHOOSE REPORT" section with the instruction: "Select a report from the list provided. To quickly locate the report you are looking for, try using the Group By and Show options above."

There are two dropdown menus: "Group By" set to "None" and "Show" set to "All". Below these are several report cards, each with a document icon, a title, a description, and a "More Detail" link. The "Accounting Code Detail" report is highlighted in yellow.

Report Title	Description	System	Format
Account Statement (...)	Financial and Spending...	System (Adobe PDF)	PDF
Account Statement R...	Financial and Spending...	System (Adobe PDF)	PDF
Accounting Code Detail	Accounting and Reconcil...	System (Adobe PDF)	PDF
Daily Transaction Su...	Transaction Reports	System (Adobe PDF)	PDF
Expense Report	Travel Reports	System (Adobe PDF)	PDF
Line Item Detail	Purchasing Reports	System (Adobe PDF)	PDF
Merchant Detail	Merchant and Supplier...	System (Adobe PDF)	PDF
Accounting Code Detail	Accounting and Reconciliation Reports	System (Adobe PDF)	PDF
Card Log Sheet	ASTERN CT STATE UNI...		
Test-PCard Monthly...		System (Microsoft Excel)	Excel

At the bottom of the page, it says "Currently logged in as: KIM ROY (royk15, Cardholder)" and "Last Visit: 11/18/2014". The footer also includes "© 1994-2014, MasterCard. All rights reserved. Privacy Policy".

5. Select “EASTERN CT STATE UNIVERISTY” (Active) and click NEXT.

The screenshot shows a web browser window with the URL <https://sdg2.mastercard.com/sdng/report/schedule/scl>. The page is titled "Smart Data" and features a navigation bar with "Home", "My Profile", and "Account Activity". The "Account Activity" section is active, showing a progress bar for "PROGRESS - STEP 2 OF 5". The progress bar has five steps: "Select Report" (Accounting Code Detail), "Select Scheme" (No scheme selected), "Select Filters" (No filters applied), "Report Options" (Customize your report), and "Frequency" (Run Once). Below the progress bar, the main heading is "SCHEDULE REPORT: SELECT COST ALLOCATION SCHEME". The instruction reads: "Select the cost allocation scheme that you wish to report against." Under the heading "Schemes Defined for Entity KIM ROY", there are four radio button options:
1. "STIOBE,111008,2065BE,110000*StudyTour" (ACTIVE)
2. **EASTERN CT STATE UNIVERSITY (ACTIVE)** (selected)
3. prf - hENNAGAN (ACTIVE)
4. None
Below the options, there are "Next" and "Cancel" buttons. The footer of the page indicates the user is logged in as "KIM ROY (royk15, Cardholder)" and provides copyright information for MasterCard (1994-2014).

MasterCard | Smart Data

Help | My Profile | Contact Us | Logout

Home My Profile Account Activity

PROGRESS - STEP 2 OF 5

Select Report Accounting Code Detail

Select Scheme No scheme selected

Select Filters No filters applied

Report Options Customize your report

Frequency Run Once

SCHEDULE REPORT: SELECT COST ALLOCATION SCHEME

Select the cost allocation scheme that you wish to report against.

Schemes Defined for Entity KIM ROY

☐ "STIOBE,111008,2065BE,110000*StudyTour" (ACTIVE)

☒ **EASTERN CT STATE UNIVERSITY (ACTIVE)**

Index, Account, Receipts submitted?

☐ prf - hENNAGAN (ACTIVE)

☐ None

Include all transactions. Accounting code fields are not available.

Next Cancel

Currently logged in as: KIM ROY (royk15, Cardholder)
Last Visit: 11/18/2014

© 1994-2014, MasterCard. All rights reserved. [Privacy Policy](#)

95%

6. Schedule Report Filters: Select “NEXT”.

https://sdg2.mastercard.com/sdng/report/schedule/filt Smart Data

File Edit View Favorites Tools Help

Get more Add-ons

Page Safety Tools

MasterCard | Smart Data

Help | My Profile | Contact Us | Logout

Home My Profile Account Activity

PROGRESS - STEP 3 OF 5

Select Report
Accounting Code Detail

Select Scheme
EASTERN CT STATE UNIVERSITY

Select Filters
No filters applied

Report Options
Customize your report

Frequency
Run Once

SCHEDULE REPORT: FILTERS

Select the field, type, and value Click the Add button to add the filter.

Field Type

Add

☐	Field	Type	Value
To add a filter, enter the filter criteria above and click the Add button.			

Delete

Back Next Cancel

Currently logged in as: KIM ROY (royk15, Cardholder)
Last Visit: 11/18/2014

© 1994–2014. MasterCard. All rights reserved. Privacy Policy

95%

7. Schedule Report Options:

- Under Date type, select “Posting Date”.
- Delivery Options, “System Inbox”.
- Report Format choose Adobe PDF or Excel.
- Number Format: xx,xxx,xx
- Date format: MM/DD/YYYY
- If there are any splits, click “Include splits”.
- Fill in the description (required).
- Notify me at: (your email address)
- Click “Next”.

PROGRESS - STEP 4 OF 5

Select Report
Accounting Code Detail

Select Scheme
EASTERN CT STATE UNIVERSITY

Select Filters
No filters applied

Report Options
Customize your report

Frequency
Run Once

SCHEDULE REPORT: OPTIONS

Specify the schedule report options below, then click Next or Save to continue.

Date Type: Posting Date

Delivery Options: System Inbox

Report Format: Adobe PDF

Number Format: XX,XXX.XX

Date Format: MM/DD/YYYY

Additional Options ☒ Include Splits

Description: October

Notify Me At: ROYK@EASTERNCT.EDU

Enter up to five e-mail addresses separated by commas

Back Next Save Cancel

95%

8. Schedule Report Frequency:

- Choose the date range and the frequency desired.
- Click “SAVE”, and Exit JP Morgan.

PROGRESS - STEP 5 OF 5

Select Report	Select Scheme	Select Filters	Report Options	Frequency
Accounting Code Detail	EASTERN CT STATE UNIVERSITY	No filters applied	Customize your report	Run Once

SCHEDULE REPORT: FREQUENCY

Choose the frequency and date range to use to schedule this report, then click Save to continue.

☒ **Run Once**

From Date: 09/27/2014 To Date: 10/26/2014 Schedule Offset: 0 (in days)

☐ **Daily**

Start Date: 11/18/2014 Days to Run: 1 Schedule Offset: 0 (in days)

☐ **Weekly**

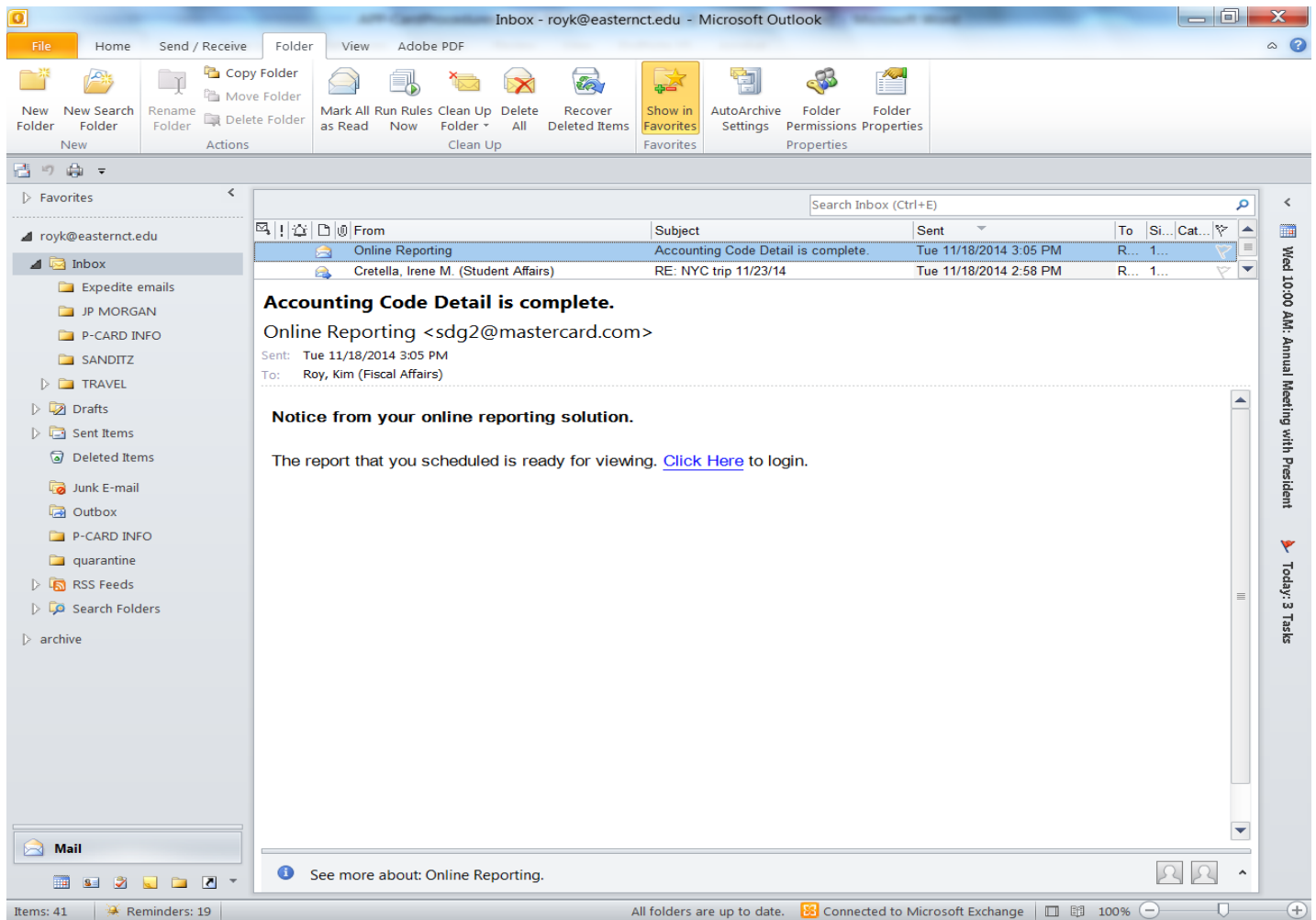
From Day: Sunday To Day: Sunday Weeks to Run: 1 Schedule Offset: 0 (in days)

☐ **Monthly**

From Day: 1 To Day: End of Month Months to Run: 1 Schedule Offset: 0 (in days)

Back Save Cancel

An email will be sent to you when the Report is ready. Log-In to the JP Morgan Website from the email.



On the Home Page “click” on Completed Reports.

The screenshot shows the Smart Data dashboard in a web browser. The browser's address bar displays the URL <https://sdg2.mastercard.com/sdportal/dashboard.view>. The dashboard features a red header with the MasterCard logo and the text "Smart Data". Below the header, there are navigation tabs: "Home", "My Profile", and "Account Activity". The main content area is divided into several sections:

- ACTIVITY**: A section with four items: "ALERTS & NOTIFICATIONS" (0), "MOST RECENT POSTING DATE" (11/17/2014), "TOTAL TRANSACTIONS" (57), and "REVIEWED TRANSACTIONS" (0).
- REPORTS & DATA FILES**: A section with four items: "SCHEDULED REPORTS", "COMPLETED REPORTS" (highlighted in red), "ACCOUNT STATEMENT", and "ACCOUNTING CODE DETAIL".
- REVIEW REQUIRED**: A table with 62 items, including "MARRIOTT", "NASPA - EXPERIENT", "BEST WESTERN HOTELS", "ISU CONFERENCE UNIT", and "EMBASSY SUITES".
- SNAPSHOTS**: A section with two items: "Spend By Category" and "Total Spend".
- NEWS**: A section with three items: "WELCOME TO THE NEWLY REDESIGNED SMARTDATA!", "SMARTDATA 14.3 RELEASE", and "RECEIPT UPLOAD AND VIEWING ISSUE".
- LINKS**: A section with two items: "SMARTDATA TOOLBOX" and "SDRAM NEW ACCOUNTS HELPFUL HINTS".
- RESOURCE CENTER**: A section with four items: "14.3 RELEASE NOTES", "DISPUTES - HELPFUL HINTS", "WEB TUTORIAL", and "ACCOUNT USER'S GUIDE".

The browser's status bar at the bottom shows the URL <https://sdg2.mastercard.com/sdng/report/completed/executeInit.do?nwflow=1> and a 95% zoom level.

Click on the [Accounting Coding Detail](#) to download the report.

The screenshot shows a web browser window with the URL <https://sdg2.mastercard.com/sdng/report/completed/>. The page header includes the MasterCard logo and "Smart Data". A navigation bar has links for Home, My Profile, and Account Activity. The main content area shows a "Report Summary" section with "Failed Reports 0" and "Scheduled Reports 0". Below this is a "REPORT REQUESTS: COMPLETED REPORTS" section. A message states: "Reports are stored on the system for up to 30 days. If you wish to retain copies for longer than 30 days, please download a copy from the system for your records." A table lists the completed reports:

Name	File Size	Status	Completed
Accounting Code Detail October	180.8 KB	Success	11/18/2014 14:05:23 CST

Below the table, there is a "Click to Download" button. The page footer shows the user is logged in as "KIM ROY (royk15, Cardholder)" and the last visit was on 11/18/2014. The copyright notice is "© 1994–2014, MasterCard. All rights reserved. Privacy Policy". The browser's address bar at the bottom shows the full URL: <https://sdg2.mastercard.com/sdng/report/completed/detail/render.do?id=7593408&reportType=WF>.

Click Download

The screenshot shows a web browser window with the URL <https://sdg2.mastercard.com/sdng/report/completed/>. The browser's address bar and tabs are visible at the top. The page header includes the MasterCard logo and the text "Smart Data". A navigation bar below the header contains links for "Home", "My Profile", and "Account Activity".

The main content area features a "Report Summary" section with the following details:

- Failed Reports 0
- Scheduled Reports 0

Below this is a section titled "REPORT REQUESTS: COMPLETED REPORTS". It contains a table with the following data:

Name	Accounting Code Detail
Completed	11/18/2014 14:05:23 CST
Scheduled	11/18/2014 14:04:49 CST
File Size	180.8 KB
Status	Complete
Description	October
Created By	System

At the bottom of the table, there are two buttons: "Download" and "Delete".

The footer of the page includes the text "Currently logged in as: KIM ROY (royk15, Cardholder)" and "Last Visit: 11/18/2014". On the right side of the footer, it says "© 1994-2014, MasterCard. All rights reserved. [Privacy Policy](#)".

NOTE: Be certain that POP UP's are not being blocked! If they are, you will need to unblock the pop up's and restart the report.

9. Print the Accounting Code Detail Report, attach all associated receipts, and monthly log. The log must be signed by the card user and his/her direct Supervisor. This information will be necessary for the P-Card Program Team to perform their audit of the cardholder's account.

NOTE: Improper record keeping is a violation of the responsibilities of the cardholder and is subject to removal of the P-card. Please refer to Misuse of the P-card in the Purchasing Card Program Policy and Procedures manual for more information.

OTHER INFORMATION

If you have any questions, please contact the Program Administrator:

Susan Kennedy
P-Card Administrator

kennedys@easternct.edu

Telephone: 860/465-5370 Fax: 860/465-5353



EASTERN CONNECTICUT STATE UNIVERSITY

Purchasing Card Agreement Form

*Eastern Connecticut State University presents to you a **MasterCard Purchasing Card**. This card represents the University's trust in you and our willingness to empower you as a responsible employee of the University and our belief in your ability to safeguard and protect our assets.*

I, _____, hereby acknowledge receipt of a Eastern Connecticut State University Purchasing Card. As the holder of this Purchasing Card, I understand and accept the responsibility for the proper use and protection of same as outlined in this agreement and I have read, understand and agree to the terms in the Purchasing Card (P-Card) Program Policy and Procedures Manual (herein "User Manual").

I agree to use this card for official **University purchases only, and understand that all my purchases will be consistent with all University policies and procedures. I will not use it for personal purchases of any kind nor will I loan my card to other individuals.** University purchases may include authorized travel and general purchases. Additionally, I agree to maintain proper supporting documentation for appropriate travel related expenses or general purchases.

Within 10 days following the receipt of the monthly statement, I agree to review my current period charges utilizing the J.P. Morgan Chase credit card statement process. I agree to reconcile my transactions and attach all necessary documentation to a printed copy of the statement and maintain such documentation on file until authorization to dispose of such information is granted by Fiscal Affairs. Furthermore, I will resolve any issues regarding my statement and will ensure that the statement amount agrees with my documentation. I will maintain my records in a manner that allows for timely retrieval by internal/external auditors.

When using the card for general purchases, I agree to purchase only approved purchases as identified in the User Manual and will utilize University and State contract vendors whenever possible.

When using the card for travel, I agree to follow Connecticut State University travel policies, and I also agree to use the card only for approved travel expense.

I understand that use of this Purchasing Card for purchases deemed inappropriate may result in disciplinary action, up to and including dismissal, personal liability for improper charges, and loss of my cardholder privileges. I acknowledge that I will be responsible for the re-payment of any charges deemed inappropriate by direct reimbursement and/or payroll deduction based upon official notification of such. This responsibility may continue beyond termination of employment and may include any associated legal fees.

I understand that Eastern Connecticut State University may terminate my right to use this credit card at any time for any reason. I agree to return the credit card to the **P-Card Administrator** immediately upon request or upon termination of employment.

Cardholder Signature: _____

Date: _____

cc: Cardholder's Personnel File



EASTERN CONNECTICUT STATE UNIVERSITY
Purchasing Card Documentation Form
or Missing Receipt Form

This form may be used for phone orders or when a receipt has been misplaced.

Complete Sections 1-6 for a phone order

Complete Sections 1-7 for a missing receipt

(1) Vendor:	(2) Date of Purchase:	(3) Purchase Amount:
(4) How Ordered: [Check One] Phone ☐ Mail ☐ Internet ☐ Fax ☐ in Person ☐		
(5) Description of Purchase: [List items purchased]: Attach second page if additional space is required. _____ _____ _____ _____		
(6) Justification: [Purpose] _____ _____ _____		
(7) As cardholder, I _____ certify that the above purchase was made for Cardholder's Name [Please Print] Official University business and this form is being submitted in lieu of the receipt. _____ Signature _____ Date		
Note: Repeated use of this form in place of a missing receipt will result in temporary suspension of your Purchasing Card.		

