Guidelines for Scanning Purchasing Card (P-Card) Documentation
Collecting Documents for Scanning Process

Departments

- Prepare the documents using the P-Card Document Scanning Preparation Guidelines (See Appendix A).

- Each packet should contain the following items:
  
  a) Bank of America (BOA) statement showing both the cardholder and manager signature.
  b) Transaction log to help determine Georgia Regents University business purpose.
  c) Original itemized receipt/invoice and any other relevant documentation to help determine the business purpose. This may include authorizations, correspondence, or any other documents relating to the transaction.
  d) Packing slips (Optional).

- Fill out a GRU Lost Receipt/Invoice Affidavit Form if any itemized receipt/invoice is missing. (See Appendix B).

- For disputed items, include all documentation with the BOA dispute form (See Appendix C), correspondence, or any other documentation related to the transaction.

- For fraudulent activity, include all documentation, correspondence, or any other documentation related to the transaction.
  
  - Gather all the department’s cardholder’s packets together.

- Scan by Cardholder labeling the document by cardholder name, department and cycle end date. Example: Susan Smith, Pediatrics GPI, September billing statement: S. Smith–Peds GPI-092710
  
  - Send the scanned document to PCARD@gru.edu

- Confirmation of receipt will be automatically sent to the department.
P-Card Office

- Verifies the data and downloads the documentation to a secured server site.
- Sponsored Program Administration and the Office of Internal Audit and Compliance will have access to view the data on the secured server site.
- Works with the appropriate departmental personnel if a GRU Lost Receipt/Invoice Affidavit Form is needed. (See Appendix B)
- Works with the appropriate departmental personnel if disputed or fraudulent activity is identified.

Compliance Reviews

- P-Card Transactions will continue to be selected for the monthly transaction review based on specific criteria developed to review high risk areas.
- Additional information may be requested in order to determine the specific circumstances surrounding the purchase.
- If necessary, notification of non-compliance of P-Card, or recommendations for future practices will be sent to the department.
These guidelines are designed to assist departments in the preparation of P-Card documents for scanning and retention. These steps ensure the scanned documents are of the best possible quality and the scanning process is as timely as possible.

PLEASE DO:

- **Do keep** receipts/invoices as flat and unblemished as possible.
- **Do write** in pen.
- **Do black out** all but the last 6 digits of a credit card number on a receipt/invoice if the merchant has listed the credit card number.
- **Do circle** amounts with a pen and any notations should not interfere with required information on the receipt/invoice.
- **Do tape** receipts/invoices on one side of a blank sheet of paper **ONLY**.
- **Do tape** receipts/invoices at the top and bottom of the receipt/invoice.
- **Do tape** receipts/invoices so corners are not loose.
- **Do use** white paper to tape receipts/invoices to.
- **Be careful** to tape receipts/invoices in areas where no required printed information appears.

- Receipt/invoices **smaller than 8 ½ inches across or shorter than 5 ½ inches in length**:
  a) **Do tape the receipt/invoice** on a blank piece of paper at least 1 ½ inches from the top of the page.
  b) **Ensures** the sheet of paper feeds through the scanner properly.

- Receipts/invoices **longer than 11 inches**:
  a) **Cut** receipts/invoices to fit on one or more blank sheets of papers.
  b) **Tape** the pieces of the receipt/invoice
  c) **Make sure** no required information is cut off or taped over.

- When signing documents, **blue ink** is preferred; this way there is no confusion as to what is an original or a copy.
Please Do Not:

- **Do not** use highlighters. The imaging equipment does not pick up color. Highlighting can also “blackout” necessary information on the scanned images.
- **Do not** staple receipts/invoices. Staples damage the glass in the scanners. Staples can cause documents to piggyback on one another and cause documents to be missed in the scanning process.
- **Do not** tape over staples, text, or amounts on receipts/invoices. Scotch tape is reflective and this can cause pertinent information not to show up on the scanned image.
- **Do not** tape receipts/invoices on both sides of a single blank paper. Avoid using the reverse side for notes or explanations.
- **Do not** fold or crunch receipts/invoices.
Appendix B

GRU Lost Receipt/Invoice Affidavit

Information and Tips for the Completing Form

Opening Statements: Read carefully. The lost receipt/invoice affidavit can only be used three times during the fiscal year. Repeated use of the form as a substitute for a receipt/invoice may result in disciplinary action and/or cancellation of the p-card.

Why is the receipt missing? Provide a detailed explanation of the reasons the receipt is missing.

What attempts have been made to request a duplicate receipt from the merchant? Include names, dates, phones numbers or emails used in requesting documentation from the merchant. Most merchants can easily print a duplicate if the request is timely. If these attempts are not successful, contact P-Card Administration. P-Card Administration will attempt to get a duplicate. If they are not successful, fill out the GRU Lost Receipt/Invoice Affidavit form. Be sure to include all this documentation and information with the GRU Lost Receipt/Invoice Affidavit form.

Itemize the purchase: Provide a detailed description and price for each item purchased. This information is very important and may be verified with the merchant.

Signatures: The Cardholder and Business Manager are required to sign this form. These signatures cannot be delegated.
Itemized Original Receipt or Invoice Sample

An Itemized Original Invoice must, at the least, have the following items on the receipt:

a. Name of Merchant
b. Address/Phone #
c. Description of each item purchased
d. Price for each item purchased
e. Shipping charges
f. Sales & Use Tax (if applicable)
g. Grand Total
h. Date of Purchase and/or ship date
i. Shipping Address (if applicable)

An Itemized Original Receipt must, at the least, have the following items on the receipt:

a. Name of Merchant
b. Address/Phone #
c. Description of each item purchased
d. Price for each item purchased
e. Sales & Use Tax (If applicable)
f. Grand Total
g. Date of Purchase