

Purchasing Card Receipts Retention Policy

1. Itemized receipts must be retained electronically in WORKS for each purchase of \$50.00 or more
 - Scan the itemized receipt and attach the image (PDF format) to the corresponding transaction in WORKS. See instructions [here](#).
 - Once the electronic version is attached in WORKS the original receipt can be discarded

2. If a receipt is lost or missing, complete a [Missing Receipt Memo](#) with authorized signatures.
 - Scan the memo and attach it to the transaction in lieu of the receipt

3. After receipts have been uploaded to WORKS, complete the required [sign-off procedures](#) to account for your card activity
 - Budget account allocation
 - Receipt Status - Receipt yes/no, and enter detailed business purpose for the expense
 - Sign-off

4. Receipts must be up-loaded and sign-off process completed by the 10th of each month for all transactions of the preceding calendar month that are \$50.00 and over.
 - Departmental budgets and accounting records are updated each week for transactions that have been signed-off by the cardholder or proxy, and approved by the manager in WORKS.
 - *To ensure timely updating of financial records and restoration of card spending limit, it is recommended that the sign-off process be done on a **weekly** basis.*

5. Business Office personnel will perform random audits to confirm completeness and accuracy of all receipt documentation.

Please Note: Employee reimbursement requests from Accounts Payable will continue to require original receipts for all expenses over \$25.00