

P-Card Resources and Instructions

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Submit your p-card transaction report directly in Workday or, use the forms below when sending p-card documents to a Procurement and Expense Specialist (PES) to process the transactions for you. While you may not need to fill out all of the forms for your particular purchase, you will always need a worktag, detailed business purpose, and itemized receipts. If you do not know the worktag to use, please reach out to IMSE's Cost Center Manager, Brian Wildeboer. Once you have completed your forms, send them along with all receipts to a PES at **finance_delivery@iastate.edu**.

Documents:

P-Card, Personal/Non-Travel & T&H Card Reimbursement Form: Include this form and any receipts when submitting to a Procurement Specialist at finance_delivery@iastate.edu.

Certificate of Lost Receipt: Fill out and include this form for any/each missing receipt(s) from your purchase(s) when submitting to Workday or to a Procurement Specialist.

Additional Resources

Verify Procurement Card Transactions for Departments:

<https://iastate.app.box.com/v/view-pcard-transactions>

View My Requisitions: <https://iastate.app.box.com/v/view-my-requisitions>

P-CARD, PERSONAL/NON-TRAVEL & T&H CARD REIMBURSEMENT FORM

Attach this completed form and any associated paperwork to your Workday transaction.

- Receipt- *Itemized* cashier receipt, invoice, registration form, e-mail, etc. (When applicable, please be sure shipping charges are included on the invoice...total **must** match posted charges.)

Note: It is the cardholder's responsibility to obtain and submit necessary documentation and information so transaction can be processed **within 30 days** of the posting date.

Check One: P-Card T&H Card Non-Travel Reimbursement

Cardholder name: _____ Date of purchase: _____

Vendor: _____

Items purchased: _____

Business purpose:
(be descriptive) _____

Should include Who, What, Why, Where & When

Worktag number: _____ Amount: _____

Worktag number: _____ Amount: _____

Worktag number: _____ Amount: _____

Required for Hospitality or Group Meal Expenses Only

Beginning date: _____ Ending date: _____

Location: _____

Participant names: _____

(or attach list)



IOWA STATE UNIVERSITY PURCHASING CARD PROGRAM CERTIFICATE OF LOST RECEIPT

This form should be completed for any purchasing card transaction that does NOT have an itemized receipt from the vendor. Acceptance of this form in lieu of the original receipt is at the discretion of the funding approver(s). If the form is not accepted, the cardholder must reimburse the university for the amount of the transaction.

Cardholder Name	Department Name
Vendor Name	Transaction Date (mm/dd/yyyy)
Transaction Amount \$	

<u>Description of Goods or Services</u> (Add an additional sheet if necessary)	<u>Quantity</u>	<u>Cost Per Item</u>	<u>Total Cost</u>
		\$	\$
		\$	\$
		\$	\$
		\$	\$
		\$	\$

REASON ORIGINAL ITEMIZED RECEIPT IS NOT AVAILABLE

CARDHOLDER HAS MADE THE FOLLOWING ATTEMPTS TO OBTAIN RECEIPTS OR DOCUMENTATION

CERTIFICATION SIGNATURES

I hereby certify the following:

- All goods or services purchased on this p-card transaction were for university use. No personal purchases were made.
- I will not seek reimbursement from the university in any other manner for this transaction.
- Original itemized receipt is not in my possession for the reasons stated above.
- I acknowledge that repeated lack of documentation could result in revocation of the p-card.

Cardholder: _____ Date: _____

Department chair/director: _____ Date: _____

(If the cardholder is the department chair/director, please obtain signature from the cardholder's supervisor)

Please retain this form AND check the box on the on-line reconciliation screen:

Certificate of Lost Receipt Completed