Required Documentation

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

**EXPENSE REPORT**

- Cardholder and Financial Manager Signature/Date, electronic signatures are acceptable.
- 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, Including Job Ads – Copy of the Ad.
- F&E purchases – F&E Substantiation Form including Attendees List, Pre-Approval Form for F&E more than $500.
- Flower purchases – the employee or recipient’s name and proof of relationship to the employee – specification of illness not required.
- 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.
- 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 a large “X” on paper with print that you DON’T want to be scanned. – Remember it will scan in both sides of paper if print exists.
- Remove all staples.
- Watch tape placement; tape will “fade” the printed information.
- If applicable, block out the three digit security code and the first ten digits of card number.
- Mark out SS numbers, date of birth, driver’s license numbers, and patient information.

If you have additional questions, please contact Purchasing Card within Payment Services at pcard@ttuhsc.edu.