ARTS AND SCIENCES FINANCE CENTER
PCARD STATEMENT AND RECEIPT SUBMISSION

STATEMENTS

Attach receipts to the statement in the order they appear on the statement using paper clips only (no staples), or enclose one statement with receipts per envelope.

If you are unable to obtain a card statement, please contact the Finance Center prior to submitting any loose receipts.

RECEIPTS ATTACHED TO STATEMENT

Receipts attached to statement should be accompanied by proper documentation. One of the three receipt submissions is acceptable:

1. Receipt
   Write the following information directly on the receipt:
   - Cardholder name
   - Specific business purpose
   - Chart string

2. Transaction Detail Report
   After completing the pcard approval, print the Transaction Detail Report from the Pcard System (Instructions start on pg 8).
   Tape receipt to report.

3. Purchasing Card Receipt Form
   Complete the Purchasing Card Receipt Documentation Form found on our website.*
   Tape receipt to form.

MONTHLY SUBMISSION

Submit the statement with receipts monthly to the ASFC by either methods below:

1. Paper
   Mail to:
   Arts & Sciences Finance Center
   HB 6050

2. Digital
   Black out/white out the account number leaving the last 4 numbers listed on the statement (for security purposes). Scan statement and receipts as PDF.
   Email to asfc@dartmouth.edu

Note: Cards are subject to suspension or cancellation if documentation is not submitted monthly.

* Your area may have their own version of this form. You may continue to use it provided that it includes cardholder, business purpose, and chart string.