



UNIVERSITY OF SOUTH ALABAMA

Required Documentation Tips For Procurement Card Transactions (Procurement reporting)

The following is a listing of required documentation for procurement card transactions:

1. **Itemized receipt/invoice** is always required regardless of dollar value.
2. If food has been purchased a **Food Use form**, <https://www.southalabama.edu/departments/eforms/businessoffice/foodusedocform.pdf>, must also be attached along with the itemized receipt/invoice.
3. If the transaction is a prepay associated with travel, e.g. airfare(s) purchased in advance, then, the **Approved Request** to travel for **each traveler** associated with the prepay must be attached in addition to the itemized receipt/invoice or in the case of airfare, the itinerary.
4. If an item has been purchased and shipped then, the **confirmed shipping (shipped)** document must be attached along with the itemized receipt/invoice. Please do not just attach the order confirmation.
5. For CDWG computer purchases please include the **quote** along with the itemized receipt/invoice.

NOTES:

- All documentation must be legible.
- All receipts/invoices need to be from the associated vendor and include the vendor's information preprinted on the receipt/invoice.
- If any item purchased could reasonably be used for personal consumption or is an item that is normally supplied by other departments, e.g. bath tissue, please include in the comments section of the Concur Expense report the business purpose for that item purchased.
- Remember the University of South Alabama is sales tax exempt in the State of Alabama and a few other states. Any purchases within the tax exempt states should not include sales tax. Please visit, <https://www.southalabama.edu/departments/financialaffairs/taxaccounting/sales.html> for more information.
- Multiple transactions can be included on one report. Please make every effort to include all of your monthly procurement related PCard charges on one report.

Procurement Card and Travel Services

<https://www.southalabama.edu/departments/financialaffairs/travelandprocurement/>
650 Clinic Drive, Suite 1400
Mobile, Alabama 36688
251.460.6242