

F.A.S.T. Forum

P-Card Edition Q&A

November 28, 2017

Q: Is it a requirement or a suggestion for receipts and documentation to be in order of the Transaction Detail Summary and not the Citibank Statement? How far back do we need to organize our records?

A: It is highly suggested and encouraged as a good business practice for receipts and documentation to be in order of the Transaction Detail Summary. Going forward keep receipts and documentation in order of Transaction Detail Summary.

Q: Is it a requirement or a suggestion that small receipts be attached to 8 ½ X 11 sheet of paper?

A: It is highly suggested and encouraged as a good business practice for small receipts to be carefully taped to an 8 ½ X 11 sheet of paper. If they are scanned, this will work as well. This will prevent receipts on getting lost and easy to email for an audit.

Q: If someone else uses the P-Card that is not the cardholder, they must sign the receipt or is an internal form sufficient?

A: Yes, this is a requirement that if someone else other than the cardholder uses the P-Card they must sign the receipt or internal check-out form. If your department already has an internal form with a signature line for those who check-out the P-Card this will suffice.

Q: Lowe's tax exempt ID number and status; Has this been updated? Available online?

A: Yes, tax exemption for Lowe's has been updated. Tax Exempt Id # is available on the P-Card Program guide page 12.

Q: Is the Food Form that was presented today (11/28/2017) mandatory or a suggestion?

A: This form is a tool. If you do not have an internal Food form or P-card Transaction form I highly encourage to use the forms we made available, this will help you be compliant on required documentation. If you already have an internal form and it has the required documentation then you may proceed to use that form.

Q: We are having issues with tax exemption for food on campus. Is this a common issue?

A: *Others at the forum discussed that this is a common issue.* Make sure to provide the tax exemption certificate for your purchase. If you are experiencing issues with tax on your purchase contact Kim Koze with Aramark (koze-kim@aramark.com)

Q: Packing slips need to kept from now on and required?

A: Yes Packing slips are a part of your P-Card records and must be kept. Packing slips with signature/initials of who received the items and date is required. Record retention for P-card records is FE+3.