

Beginning with the September 2020 Billing Cycle, all *Purchasing Card Transaction Logs*, *BOA Statement of Accounts*, and receipts (the *PDF File*) will only be accepted electronically. This will help reduce each department's paper usage, printing costs, and time as well as assist those working remotely in submitting this paperwork.

Please note the following:

1 - The submission must be in **one *PDF File*** (in .pdf format) and must contain the following three items:

- A) the *Purchasing Card Transaction Log* (a fillable PDF copy is attached or go to <https://www.iup.edu/purchasingcard> and access the form under **Purchasing Cards Documents and Forms**),
- B) *BOA Statement of Account*, and
- C) receipts.

For individuals responsible for multiple cards, a *PDF File* needs completed and submitted for each card.

2 - Prior to submission, signatures/approvals are required on:

- A) the *Purchasing Card Transaction Log* by the Financial Manager of the Cost Center expenses are being transferred to, and
- B) the *BOA Statement of Account* by the Financial Manager of the Cost Center indicating overall approval.

3 - Signatures/approvals that are required on the *Purchasing Card Transaction Log* and/or the *BOA Statement of Account* can be in the following formats:

- A) actual signature,
- B) signed using an Adobe Digital ID (instructions are attached on how to obtain a Digital ID or go to <https://helpx.adobe.com/acrobat/using/digital-ids.html>), or
- C) attaching a separate email(s) from the Financial Manager(s) indicating approval(s) of either the transfer of expense(s) on the *Purchasing Card Transaction Log* or the overall approval on the *BOA Statement of Account*.

4 - The *PDF File* should be saved using the following naming convention of the purchasing card holder: "last name, first name, last 4 digits of card number. submission month and year". Example: Doe, Jane, 1234, September 2020.pdf

5 - Email the *PDF File* to: pcard-documents@iup.edu with your name and submission month in the subject title.

6 - You must keep and maintain a filing system of original hard copy receipts you receive for auditing purposes for a minimum of 24 months after the date of your submission. If the only receipt you receive for a transaction is an electronic receipt, there is no need to print it for your filing purposes.