

WHAT DOCUMENTATION is required for PCard transactions?

1. **Original itemized invoices/receipts** are required to be submitted to your department's accountant as soon as possible after purchase of an item.
2. **Only ONE of the following choices is necessary:**
 - a. The actual itemized receipt. NOT the charge receipt.
 - b. Acceptable alternatives:
 - i. A vendor invoice
 - ii. A screen print of an Internet order confirmation
 - iii. A subscription order form

****All documentation must contain the date, vendor, item(s) descriptions, total price and purpose

What about food Items and Business Meals?

1. Food item purchases for individuals are **not** allowed with the MSU P-Card. Travel Advances are available for extended trips for reimbursements of meal per diem and can be requested on the [Travel Authorization](#) form.
2. Food Purchases on the campus credit card are only allowed for criteria that are met on the [Hospitality Form](#). Exceptions are Team Travel. All purchases over \$30 are required to have the [Hospitality form](#) attached to your receipt. All receipts must be itemized not a summary.
3. Alcohol is **not** allowed with any Credit Card purchase.
4. Candidate meals are allowed for only **ONE** MSU Billings Employee and the Candidate. Alcohol is not allowed. If more than one employee attends or alcohol is serviced a foundation account must be used not the state credit card.

What documentation is required for card transactions?

In case of lost or missing receipt?

1. Contact the merchant for a possible duplicate receipt.
2. You must try all possible avenues to get a receipt before using the Missing Receipt form.
3. If all avenues are exhausted download & fill out [Missing Receipt](#) form.
4. Get an authorized signature then keep it on file with the month's purchasing card records.

Additional Insurance with Vehicle Rentals?

1. Employees are required to rent vehicles with a University Visa Card, as this initiates \$100,000 property coverage for the vehicle they are renting in addition to the University Insurance coverage.
 - a. If an employee does not have a University Credit Card they can contact Purchasing to have it rented for them.

Please remember to contact the Purchasing Office for any questions or Concerns.

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