

DOCUMENTATION

- Proper Filing
 - All related documentation, accompanying approval, and cover sheet should be placed in each respective pcard holder's folder on the Share Drive as one PDF file.
 - **Each charge should have only one unique PDF file**
 - Filenames
 - Filenames should follow the following format:
 - Pcard holder
 - Vendor
 - Dollar Amount (**no dollar sign**)
 - Brief Description
 - Long filenames do not upload correctly into the system.
 - Filenames should not include any special characters (especially dollar signs)
 - Dollar signs render the dollar amount unsearchable in the Windows Explorer.
 - PLEASE AVOID CAPS LOCK
 - **Examples:**
 - *Green Walmart 89.45 Fiscal Supplies*
 - *Underhill Fisher 245.00 Lewis Pipettes*
 - A Pcard Requisition Form for each charge must be fully completed and submitted including:
 - Invoice, Order, or Transaction number
 - Funding source (Departmental division, Foundation, Flex Code and/or Project Number)
 - Basic and clear description of expense and benefit to department that unambiguously defines business purpose
 - Acceptable Documentation
 - The following documents are acceptable as receipts
 - Cash register receipt
 - A packing list – with itemization
 - Depending on the circumstances of the purchase:
 - Fax confirmation of payment
 - E-mail
 - Completed Web order form
 - All receipts must present the following information:
 - Unit cost of each item purchased
 - Description of each item purchased
 - Total cost of purchase
 - Vendor name and address
 - Date of purchase and/or date of goods received
 - Sales Tax – if you are charge sales tax you **must** obtain a credit if purchased in the State of Florida no exceptions. For **Tax Exemption Certificate** see <https://psychiatry.ufl.edu/about-us/staff/fiscal-forms/> .
 - Receipt of goods or services
 - UF Policy requires that departments indicate that goods and/or services have been received before they can process payments.
 - Be sure to include the date of the receipt of goods on the PCard Requisition Form
 - When possible, include a packing slip or delivery confirmation indicating receipt of goods.
 - Travel Related Expenses
 - **No travel purchases may be made before a Travel Authorization has been completed.**
 - The Travel Authorization number and all other travel details must be included in the relevant fields of the Pcard Requisition Form.
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Department of Psychiatry – Pcard Policy

TIMELY PROCESSING

- **No later than three days after the transaction date** all pcard documentation must be uploaded to the share drive.
- Charges that have not been **approved** by the fiscal office within 15 days are considered delinquent.
 - It is ultimately the pcard holder's responsibility to ensure all charges are **approved within 15 days**.
- Failure to provide appropriate documentation in a timely manner is considered misuse and could result in loss of pcard privileges.

RECORD RETENTION

- The Fiscal Pcard folder is primarily a centralized portal for securely transferring documents and should not to be used as a filing cabinet for pcard files.
- Pcard holders must **retain original receipts for at least one year after purchase**.
- It is the pcard holder's responsibility to produce the original documentation in the event of an audit.

Feel free to contact Psych-Fiscal@ad.ufl.edu for department pcard charges and Psychiatry-Research@ad.ufl.edu for pcard grant charges.