

Procedures for Paper Submissions of PurCard Journals

For cardholders and support staff who are submitting their journals electronically, please remember the guidelines below.

If your department would like to submit PurCard journals electronically, please contact the PurCard Team at purcard@uvm.edu.

Paper size - Everything must be submitted on 8 ½ x 11 paper.

No staples - All staples must be removed from backup documentation and all documents should be clipped together, not stapled.

Tape receipts securely - A
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aper and tape it securely so that
all information is visible (see example below). This also pertains to small invoices. Do not tape over printed areas due to heat sensitivity.

No colored paper - Colored paper is not legible.

No two-sided pages - All documentation must be single-sided, including journals, for scanning. Two-sided backup must be copied to create a single-sided document.

No highlighting - Highlighted information is not legible. Highlighting also causes print to fade or disappear.

No



