



Rubenstein Purcard Checklist

- 1) Collect itemized receipt. A credit card receipt is insufficient.
- 2) Faculty print US Bank Account Activity Report.
- 3) Match receipts to US Bank report. Ensure Vermont state sales tax was not charged. UVM is required to pay City tax as well as Meals and Rooms tax.
- 4) Lost Receipts
 - i) Contact vendor to obtain a duplicate receipt. If all efforts have been exhausted to obtain a duplicate receipt, contact the Disbursement Center, disburse@uvm.edu to request an exemption. Missing receipts are handled on a case by case basis.
- 5) Faculty: Sign US Bank report and record a chart string next to each expense. If charging a budget for which you are not managing, included documentation that the expense is approved the custodian of the budget.
- 6) Review for Meal, Refreshment, Travel Expenses and provide:
 - i) Business Purpose
 - ii) Destination/Location
 - iii) Names of participant(s)
 - iv) Where possible business meals are to be conducted on campus during normal business hours
 - v) Note business meals charged to a research grant must include a non UVM participant
 - vi) Alcohol purchases should be on a separate receipt, include completed Alcohol Approval Form
- 7) For Conference Registration Expense(s), include conference agenda. All travel expenses related to attending a conferences, workshops, and meetings require the agenda.
 - i) Examples: airfare, lodging, car rental, meals, taxis, etc.
- 8) Review US Bank report for expense(s) charged to professional development:
 - i) Include use of PDF funds approval form.
Faculty: Allan Strong. Staff: Marie Veal-Fagnant
- b) Perform People Soft journal reallocation. All Staff and Students must do. Faculty can choose to reallocate.
 - i) Save journal,
 - ii) Edit & Budget Check,
 - iii) If valid, print. If not valid, double check chart string was correctly entered.
 - (1) If still invalid work your supervisor. If grant related contact Grant Management Coordinator.
 - iv) Signed last page of report and ensure all sections are complete for travel and meals/refreshments