

MEMORANDUM

Date: September 11, 2017

To: The University Community

From: Lauren Weitzel, Interim Director of
Purchasing and Campus Services

Re: Credit Card Receipts

As a reminder, all credit card transactions must be accompanied by a receipt and uploaded onto Bank of America's online Works Application at the time of allocation. Credit card transactions must be reviewed and **signed-off by the 7th of each month**. Receipts must be the vendor's invoice or the merchant's copy of your charges. **All receipts MUST be itemized.** A receipt which shows only the total charges is not acceptable to the auditors.

If you have any questions, please contact the Purchasing Office at extension 4184.

Thank you for your cooperation.