September 2, 2021

Good Afternoon,

I hope everyone is off to a great start to the semester and staying healthy and safe!
Since we have quite a few new Travelers and PCard Holders here in ESSIE, I wanted to send out a small reminder of our practices and policies:

Traveling

Before you travel or make any travel-related purchases, please send a complete Travel Form topurchasing@essie.ufl. A complete travel form includes expected expenditures (we understand these may change on travel, we just want your best guess to ensure the funding source provided can accommodate your travel), your personal information (name, UFID, phone, email), dates of travel, location of travel, funding source, and PI approval. Your PI can sign this form or email their approval. If any of these fields are missing, the form is **not** complete. This form should be submitted **at least one week in advance of travel** so that we, as processors, have enough time to complete our approval steps and submit.

If making PCard purchases on travel, please send a photo or copy of the receipt to purchasing@essie.ufl.eduasap! We need those sent and processed within 5 days of the transaction. When you return from your trip, please send all receipts (for PCard charges and for reimbursement requests) topurchasing@essie.ufl.edu. One of our travel processors will build you an Expense Report and send to you and your PI for approval. If qualifying, your reimbursement will be included in one of your next two paychecks after submission. If you feel you did not receive reimbursement, please follow up! We can always investigate the issue, but we don't receive notification of received payment. So please keep an eye out for your own reimbursement submissions!

PCard Purchases

Every time you make a PCard charge, we need 3 things sent to purchasing@essie.ufl.edu within **5 days of the transaction being made**:

1. The complete, easy to read, receipt
2. Complete PCard Form (complete means detailed description and justification, and funding source)
3. PI approval (this can be in the form of a signed PCard form or receipt. Or you can email the documentation to us and cc your PI. If you choose to do this, please make sure the amount, vendor and funding are included in the body of your email or in your attachment. We pdf this email and add it to our backup. Auditors need to know what the PI is approving)

A few things to note:
- Every single transaction made on your PCard is YOUR responsibility. It does not matter if you made the purchase on someone else's behalf. We will contact you for needed documentation. And the PCard Dept. will suspend your PCard if documentation is not provided in a timely manner.

- Every charge that hits your PCard is YOUR responsibility. Sometimes, we will assist in reaching out to hotels for unknown charges or looking up tolls if we have the car rental agreement. HOWEVER, this is still up to you. Pay attention to toll booths and keep a record of when your PCard is charged. We can look up your charges for you if needed, but you should be keeping personal records.
- **If you need to make a purchase greater than your PCard limit, there is a list of purchase details that the PCard Dept will need. Some of you have this list. Please forward these details to purchasing@essie.ufl.edu before you send to the PCard Dept. We need to review and approve every purchase over your limit**.
- If you need a PCard, please reach out! We have an application and cardholder agreement that needs to be completed. We need to review the completed documentation before it's sent to the PCard Dept.
- UF Is State Tax Exempt. If you make a PCard purchase that includes tax, we will ask that you have it removed.

Thank you for your time and always remember that we are here to help! Never hesitate to reach out and ask questions.

Kind Regards,
ESSIE Purchasing

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