



UNIVERSITY OF SOUTH ALABAMA

FLAGSHIP OF THE GULF COAST.

Required Documentation Tips For Procurement Card Transactions (Procurement reporting)

The following is a listing of required documentation for procurement card transactions:

1. **Itemized receipt/invoice** is always required regardless of dollar value.
2. If food has been purchased a **Food Use form**, <https://www.southalabama.edu/departments/eforms/businessoffice/foodusedocform.pdf>, must also be attached along with the itemized receipt/invoice.
3. If the transaction is a prepay associated with travel, e.g. airfare(s) purchased in advance, then, the **Approved Request** to travel for **each traveler** associated with the prepay must be attached in addition to the itemized receipt/invoice or in the case of airfare, the itinerary.
4. If an item has been purchased and shipped then, the invoice/receipt provided must include in the ship to location.

NOTES:

- All documentation must be legible.
- All receipts/invoices need to be from the associated vendor and include the vendor's information preprinted on the receipt/invoice.
- If any item purchased could reasonably be used for personal consumption or is an item that is normally supplied by other departments, e.g. bath tissue, please include in the comments section of the Concur Expense report the business purpose for that item purchased.
- Remember the University of South Alabama is sales tax exempt in the State of Alabama and a few other states. Any purchases within the tax exempt states should not include sales tax. Please visit, <https://www.southalabama.edu/departments/financialaffairs/taxaccounting/sales.html> for more information.

Procurement Card and Travel Services

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