



Procurement Services Office
 Ikenberry Hall
 Room 217
 P: 304-876-5216

Cardholder Instructions: Documentation

The State of WV Auditor’s Office- P-Card Division and Shepherd University have a **zero-tolerance** for lack of or insufficient documentation. In order to meet State guidelines and to be successful in any future audits; the documentation attached to each transaction in Oasis must be complete.

Points will be assigned to cardholders for lack of receipt and supporting documentation. The value of points assigned is based on the number of requests made for the required information. After the initial request, all subsequent requests and point assignments are based on the lack of communication from the cardholder to his/her assigned Coordinator. Procurement Services, at its discretion may elect to apply point despite communication received, if there is no evidence of effort for resolution from the cardholder. **To avoid receiving any points, prior to marking your transaction RECONCILED, be sure your documentation meets the guidelines below.**

Violation	Point Value
Receipt and Supporting Documentation Not Provided or Submitted	
1 st Notice (points not cumulative)	0
2 nd Notice	10
3 rd Notice	30
4 th Notice	50 & P-Card Transaction Limit Reduced to \$1 until Documentation Received

Receipt Documentation

- **Must be Itemized**
 - What was purchased?
 - Who was it purchased from? (Vendor)
 - How much was purchased?
 - How much did each item cost?
 - How much was the total purchase?

- **Must be Signed by the Cardholder**
 - This can be a digital or a handwritten signature.

- **Cannot Include Full Credit Card Number**
 - **White out** credit card number if present on the receipt.

- **Must be a Paid Invoice/Receipt**
 - Documentation marked **“Sales Proposal”, “Quote” or “Estimate”** is **not** an acceptable form of receipt documentation. If using an Order Confirmation as receipt documentation, please be sure that it documents that payment was made or money exchanged hands. Examples of this are: **“VISA Charged”, “Payment Method VISA & Last 4 of CC”, “CC Charged” and “Balance Due: \$0”** etc.
- **Must be Able to Review Receipt in its Entirety**
 - **Scan all pages** of the document. If a receipt has Page 1 of 3 anywhere on the document but only Page 1 is scanned, Procurement Services will be asking for the additional pages.
 - **DO NOT** tape, mark or write over any information on the receipt. At times, vendors will staple the POS receipt to a full page itemized invoice. **Remove** the POS receipt and scan separately.
 - **Make sure your scan is legible.** At times scans may need to be darkened in order to be readable. Please review your scans during your reconciliation process.
 - If at all possible, **do not cut** your POS receipts. Try to scan without altering the receipt. Procurement Services will be more than happy to assist you in this endeavor.
- **Maintain all Receipt Documentation on a Shepherd Share Drive.**
- **Maintain Original Copies of Receipt and Supporting Documentation**
 - For at least two fiscal years. (Current fiscal year and one fiscal year back.)

Supporting Documentation

- **Team Travel**
 - Any team travel expense will **require** a copy of the **team roster and team schedule** attached in Oasis.
- **Student Group Travel**
 - Any student group travel will **require** a **list of students** in attendance and **documentation of the purpose of the travel.** Documentation of the purpose of the travel can be any of the following:
 - Syllabus,
 - Field Trip Itinerary,
 - Competition Information,
 - Conference Agenda.
- **Individual Travel**
 - Any expense for individual business approved travel will **require** a **travel settlement or summary document.** (The travel settlement/summary is the same form; however mark it “Settlement” if the traveler plans to receive reimbursement. If not seeking reimbursement, mark the form “Summary” to summarize the expenses for the entire trip. In both instances, the form **MUST** be signed by the traveler.

- **Pre-paid Travel Expenses (Airfare, Registration)**
 - Any pre-paid travel expense will **require** documentation with the purpose of the **event** such as a conference agenda or an email invitation. **Please Note: A travel settlement/summary will be requested at completion of the travel for these expenses.**

In the occurrence of non-employee individual travel and the traveler is not available to sign the Travel Summary, this should be indicated on the form and signed by the individual in the department who can approve the expense.

A signature will always be required on all Travel Settlement requests for reimbursement.

- **Hospitality**
 - Any expense coded to hospitality will **require** a **Hospitality Form**, complete with **attendees FIRST and LAST names**.
 - If the hospitality expense is for **employee training or a departmental meeting** a **copy of the agenda (including start and end times) and/or a detailed summary to include the training/meeting objectives** will need to be attached in addition to the Hospitality Form.
- **Student Activity**
 - Any expense coded to student activities will **require** a completed **Student Activity Form** including a **list of attendees and a copy of the advertisement or email invitation of the event**.
- **Advertising**
 - Any expense coded to advertising will **require** a **copy of the ad or of the logo used**.
- **Athletic Recruitment**
 - Any expense coded to athletic recruitment will **require** **documentation on the event attended or names of the prospective players of interest**.