

# RECEIPT FORM

**Complete & attach as 1st page of all receipt submissions.**  
**File name format: MMDD\_Vendor\_Amount**

Version 7/20/20

NAME ON CARD

DATE

VENDOR

RECEIPT TOTAL

*If CREDIT add "-"*

If CREDIT/REFUND, also check box

If TAX was paid, check box

ACCOUNT NAME or CODE

*Drop-down list (circled) has examples of the different formats used depending on the account being charged. Use slider to reveal full list.  
To hide/exit the drop-down list, hit the TAB key.*



PURCHASE DESCRIPTION

**REMEMBER:** For SPLIT receipts, list EACH ACCOUNT, assigned AMOUNT, and ITEMS charged to that account. Amounts must add up to Receipt Total above.  
This field may also be used for additional comments.

## Receipt Form Instructions

### FILLING-OUT FORM

*Rather than filling in your name (and account) with each use, you can enter your name and your commonly used account, save the form, and use that copy as your template. These instructional pages should be deleted from the submitted form, so you may want to save them as a separate document for reference. Just know, this form may be updated throughout the year.*

1. The **NAME** on the form MUST be the BUYER whose P-Card was charged.
2. The **DATE** field is the RECEIPT date, NOT the date of submission.
3. For **RECEIPT TOTAL**, omit the \$ sign or you'll get an error "ding" – just enter the amount.
4. For credits/returns, you MUST add a minus sign (-) in front of the RECEIPT TOTAL - **AND** - check the box "**If CREDIT/REFUND, also check box**" as an additional confirmation.
5. If you paid tax on the order, check the box "**If TAX was paid, check box**"
6. The **ACCOUNT NAME or CODE** requires a specific format depending on the account being charged: Show, Dept, Event, Class, charges split between accounts, and some others. The drop-down list in this field has examples of each format to serve as a reminder. Just type over the examples for your actual entry. *NOTE: It is common to use a shorthand version of a show name when referencing the account. If the show name is "That Damn Cabinet!" for the show and department you could just use "Cabinet - Audio" or "Damn – Audio" and I'll know what you mean.*
7. The **PURCHASE DESCRIPTION** field requires a useful description of the purchase and may be used for comments as well. For SPLIT receipts (a single receipt charged to multiple accounts) you MUST use this section to note the amount and items charged to each account. See the "**Cheat Sheet**" section below for a reminder of what to enter in this field. Full details in the **P-Card Details** document.

### SUBMITTING FORM & RECEIPTS

**IMPORTANT:** You will need a scanner or scanner app -AND- **Adobe Acrobat** software or app for this paperless system.

1. Convert Receipt to PDF:
  - IF PAPER, scan as PDF.
  - If DIGITAL, convert to PDF.
  - NOTES: Do not worry about receipt multiple pages, Kephart can trim it. **Unlike previous years, you do NOT need to circle receipt total, date, or sign; no need to mark-up!**
2. Complete **Receipt Form** as above.
3. Combine this Receipt Form and receipt pages into a SINGLE PDF with this Receipt Form as the FIRST PAGE of that document.
4. DELETE these instructional pages from the final form.
5. SAVE with filename in format below (where MMDD is PURCHASE Month/Day):
  - FORMAT: MMDD\_Vendor\_Amount
  - EXAMPLE: 0225\_Amazon\_164.37
6. EMAIL the PDF to Bill Kephart ([kephrt@illinois.edu](mailto:kephrt@illinois.edu)) [Costumers, email to Tonya Bernstein ([tbernste@illinois.edu](mailto:tbernste@illinois.edu))]. You can simply use "RECEIPT" as the subject line. Also, regarding emails:
  - As signing receipts is no longer required, ONLY THE BUYER can email this Receipt Form.
  - Only attach 1 Receipt Form per email.

### ISSUES

- Bill & Tonya must be able to edit the **Receipt Form** fields. There have been issues where the submitted form is static/un-editable. As this is a new process, we have yet to figure out why this sometimes occurs, but it will be the submitter's responsibility to use the appropriate software and settings to ensure the form remains a form.
- Please report any issues or provide feedback you think would improve the form. As updated versions of the form become available they will be posted on the **P-Card Resources** page.

# Cheat Sheet

Bill Kephart > [kephrt@illinois.edu](mailto:kephrt@illinois.edu) > 217-300-3943

**Transaction Limit = \$5,000 per Transaction and \$5,000 per Cycle.**  
**Balance resets to \$0.00 balance on the 25th of every month.**

## REQUIRED:

- ✓ Submit receipts with 24 hours of purchase! Notify Bill/Tonya if issues.
- ✓ Only submit FINAL receipts (watch out for estimated shipping/totals).
- ✓ Only Buyer can submit via Buyer's email, and 1 receipt per email.
- ✓ Respond to **PCARD: Missing Receipts/Receipt Issues** emails within 24 hrs.
- ✓ **Receipt Form** fields must remain editable.

## -----KRANNERT ADDRESS-----

Name: [Your Name]

Company: **Krannert Center**

Address Line 1: **KRANNERT CENTER**

Address Line 2: **500 S GOODWIN AVE**

City: **URBANA**

State: **IL**

Zip: **61801**

## PURCHASE DESCRIPTIONS

The table below is an ABBREVIATED guide based on an example used in the "Purchase Descriptions" section of the "**P-Card Details**" doc. **Example is based on purchase of angle brackets, wood glue, epoxy, sheet metal screws, and wood screws for a cabinet.** *REMINDER: The following are GUIDELINES for a good description, but they are NOT rules, so don't pain over this too much, but do try to get the concept. Bill/Tonya can always edit your descriptions when they process your receipt.*

Purchase Description	Good/Bad?	Why?
"Supplies for show props."	BAD	Obviously you're buying props-related supplies for a show – that's clear from the <b>ACCOUNT NAME or CODE</b> field. "Supplies" tells me nothing.
"Hardware for show props."	BAD	Again, duh, I know you're buying for props for a show. Hardware covers the angle bracket and screws, but what about those adhesives? Not specific enough.
"Misc supplies for cabinet"	BAD	Good that you did not include "show props," and good that you mentioned what they will be used for, but BAD because I don't know what you bought!
"Hardware & adhesives"	OK	Not bad, but those are pretty broad categories. *IF* you were buying those for a specific element in a show, that's always helpful to note, but NOT required.
"For cabinet: angle brackets, wood glue, epoxy, sheet metal screws, wood screws"	WOAH!	While it's always acceptable to list every item in detail, it doesn't need to be THAT specific, so if you want to save some time, see the next one...
"Brackets, adhesives, screws for cabinet."	JUST RIGHT!	You hit the main categories of the items purchased. Yes, you combined the specific screws and adhesives, but if someone wants to know the specifics, this description helps point them to the relevant receipt.

## PURCHASE DESCRIPTIONS for SPLIT RECEIPTS

The RECEIPT TOTAL is the cost of the **entire** purchase. For the ACCOUNT NAME use "Split x #" where "#" is the number of splits. In the PURCHASE DESCRIPTION be sure to:

- Note what AMOUNT is charged to which account.
- Describe which items on the receipt are assigned to each account.
- Confirm the totaled splits match the RECEIPT TOTAL.

FORMAT (Based on Account Name "Split x 3")	EXAMPLE (Based on Receipt Total of \$100)
AccountName1Here = \$0.00 Beneath amount, describe items charged to Account 1.	O145 = \$50.00 Vacuum cleaner, dustpan.
AccountName2Here = \$0.00 Beneath amount, describe items charged to Account 2.	Damn Cabinet – Scenery = \$30.00 Drywall for kitchen area.
AccountName3Here = \$0.00 Beneath amount, describe items charged to Account 3.	Damn Cabinet – Paints = \$20.00 Primer for kitchen drywall

## REIMBURSEMENTS

1. Using the appropriate account format, fill in ACCOUNT with the account which will reimburse you.
2. In the PURCHASE DESCRIPTION add:
  - **\*REIMBURSEMENT\***
  - Your **UIN**
  - Describe the purchase as usual.

## MISSING RECEIPTS

1. Contact Bill/Tonya for a **Missing Receipt Form**.
2. NEVER leave your receipt in the bag! ALWAYS store with your P-Card BEFORE you leave the store.