

# 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.

