2) The same rules apply for signature approval as travel forms when the purchase involves employee travel. For example, if the purchase is a flight for the cost center head, the signature or email approval from ŭKŜ ŜYŁJŭ2èŜŜ0ă supervisor is required.
3) Detailed receipts/invoices are required, preferably showing the card # used.
4) Once all transactions for the month have been approved by the Purchasing office, Accounts Payable will post to the budget in Banner. This will normally occur around the 20th of the month following the purchase.

Notes: If there is a refund expected due to cancellation or return of order, for example, please attach the confirmation of the refund or any correspondence between you and the vendor as a receipt in Regions Intersect. Also attach a copy of the original receipt.

The UNA pcard is to be used at point-of-sale (at time of pud saleæceipmf pud saleæceipmf pud saleæceipmf pud saleæceipmf pudayabl