

Purchasing Card Quick Reference Guide

Airfare (70250)—RAT, airline receipt with pricing and itinerary, conference/event itinerary

Athletic Holiday Meals (70350)—AUM Café schedule, itemized receipt, team roster

Baggage (70250)—RAT, airline receipt with pricing and itinerary, conference/event itinerary

Business Meal (70350)—Business purpose, itemized receipt, agenda/itinerary/flyer, list of attendees

Card used in error (70845)—itemized receipt, refund receipt, or collection report PDF w/ letter

Conference Registration (non-travel-70275 or travel-70280)—RAT, registration form with pricing or itemized invoice, conference/event itinerary

Executive MBA Program—itemized receipt, itinerary,

FDI Graduation—invitation or flyer, itemized receipt

FOP Approval—approval email or letter from signature authority

Fraudulent Charges (70845)—Dispute Form (completed and signed)

Fuel Purchase (70930)—for AUM fleet only, RAT, fuel receipt (date, time, gallons pumped, price/gallon, vendor name/address - no prepaid receipts will be accepted), and tag number.

Fuel Purchase for Enterprise/National car rentals should be coded the same as travel destination – (In-state 70265 or Out-of-State 70270) RAT, fuel receipt (date, time, gallons pumped, price/gallon, vendor name/address – no prepaid receipts will be accepted), tag number, rental car invoice, Agenda/Itinerary of conference.

Guest Meal (70360)—for interviewee or university guest, business purpose, itemized receipt, agenda/itinerary, list of attendees, 3 or more AU/AUM employees requires business purpose

Guest Lodging (if applicable)—should be direct billed, should not be charged to Purchasing Card

Hardware—ITS approval, invoice/itemized receipt (71000-Non-Capital Equipment (Computers, Monitors, Warranties purchased together); 71020-Non-Capital Other Equipment (Monitors, USB Hard-drives, etc. when purchased individually))

In-state Travel (70265)—should be procured by employee and reimbursed via etravel voucher (lodging, parking, meals)

Institutional Memberships (70650)—itemized invoice, description of membership

Individual Membership (70655)—documented business benefit with supervisor's signature, itemized invoice, description of membership

Interviewee/Guest Meals (70360)—while on campus or with AUM employees, RAT, business purpose, itemized receipt, and guest itinerary

Logo (Promotional items) (70710)—itemized invoice, pre-approval from AUM University Marketing, photo proof

Non-preferred Vendor—reason for using vendor, itemized receipt,

Official/Unofficial Visit—Compliance RAT (for ATHL department only), itemized receipt, itinerary for visit (include address, dates, and times)

Out-of-State Lodging (70270)—RAT, folio (invoice with pricing from hotel), list of occupant (if not listed on folio), conference/event itinerary

Out-of-State Travel (70270)—only airfare, lodging, parking, registration, and shuttle (to/from hotel only) should be placed on the Purchasing Card

Recruiting—RAT, request to recruit (for ATHL only), itemized receipt, full day itinerary

Refreshments (70375) — Business purpose, itemized receipt, agenda/itinerary, list of attendees

Rental car (70290)—Enterprise/National only, RAT, itemized invoice, conference/event itinerary

Study Aboard (70315)—approval from IA, trip itinerary, itemized invoice, list of attendees, trip proposal

Subscription (70835) — itemized invoice, business purpose

Software—ITS approval, invoice/itemized receipt (71160 computer software/Maintenance/Renew or 71170 Software License Fees)

Tax Refund—itemized receipt for original purchase, tax refund receipt, or collection report PDF (acct code is the same as the original purchased item(s))

Taxi—to/from hotel only, RAT, taxi receipt, conference/event itinerary (70270 Individual Out-of- State Travel, 70260 Individual Foreign Travel, etc.)

Team Travel—RAT, itemized receipt, conference/event itinerary, travel roster (ATHL only), Season Schedule (ATHL only) (70300 – Team/Group Airfare; 70315- Team/Group Foreign Travel; 70320- Team/Group In-State Travel; 70325-Out-of-State Travel; 70330- Team/Group-Vehicle Rental; 70335 Team/Group Recruiting Travel

Telephone—ITS approval, invoice/itemized receipt (70080 Cordless/Desk or 70050 Cell Phone)

Theatre Supplies (70940)—itemized invoice/receipt, event program

Travel Agency (70250-airfare or 70270-out of state hotel)—should not be placed on Purchasing Card, should be placed on Vendor Voucher, COI is needed from vendor, conference/event itinerary, RAT