

PURCHASE CARD DOCUMENTATION REFERENCE SHEET

The original supporting documentation should always be scanned and attached to the transaction in ProMaster; when this has happened the original Purchase Card documentation should be retained for 6 months then it can be destroyed. If it is a business unit decision not to scan and instead retain the original documentation for 7 years the original Purchase Card documentation should be retained in the Business Unit in an appropriate filing system.

Services/Supplies Documentation Requirements

• Standard Documentation

- Required documentation includes at least one of the following:
 - Tax Invoice
 - Order/Confirmation Screen
 - Cash Register Receipt
 - Registration Form
 - Lost receipts form (*for occasional use only*)
- The transaction slip from the EFPOS machine is not acceptable as it does not detail what was purchased.

Additional documentation may be required by the cardholder's business unit. All documentation should be attached to the transaction in ProMaster.

Transactions under \$82.50 (GST inclusive) do not need a Tax Invoice to claim the GST, but you do need to have either a cash register docket, receipt, invoice, etc. You must have some form of supporting documentation.

• Internet Orders

- Print and attach a copy of the order screen or confirmation screen. The confirmation screen, if available, is preferred over the order screen, provided it has the name of whom we are paying and the amount and GST status of the payment.

• Phone/Fax Orders

- Attach the enclosed tax invoice when the merchandise is received. If you receive a packing slip this should be scanned as well. The packing slip is not acceptable as it is not a request for payment and in many cases does not include the relevant details but it should be attached to the transaction in ProMaster, if the vendor encloses it in the shipment.

• Pick Up Orders

- Attach the cash register receipt. If the itemised detail is not on the receipt, write it in by hand.

• Recurring Monthly Charges

- Also known as Automatic periodic debits or direct debits. These arrangements are not to be set up on any Purchase Card under any circumstances. Each transaction on these cards must be separately authorised.

• Events/Meals

- The decision to have food at a CSU event, either on or off campus, presents a number of issues which require special approval as there are different expenditure delegations for Entertainment.
- If the outlined requirements are met, the catering may be paid with a Purchase Card. All of the required documentation, must be attached to the ProMaster transaction. The expense type selected must be Catering or Catering – off campus. This is defined by where the food is consumed. If the food is consumed off campus, the details of participants will need to be provided for FBT purposes.

• Memberships and Subscriptions

- The same subscription, membership or registration cannot be paid twice in one fiscal year
- The subscription or membership must be mailed to a CSU address
- If purchased from grant funds, the term of the subscription or membership cannot exceed the grant ending date.

• Registration

- Registrations to attend conferences/workshops that involve travelling to attend, cannot be processed on a Purchase Card, it must be on a CSU Travel Card (gold).
- If no travel is involved, conference is on campus or conducted on-line, you will need to attach copies of any registration documentation and proof of attendance.

• Lost Receipt Form

- If unable to obtain any type of documentation at all, complete the Lost Receipt Form and attach it to the ProMaster transaction (intended for occasional use only).

The Purchase Card cannot be used for travel expenditures. All travel related expenditure must be transacted on the Travel Card.