

Procurement Card Reclassification Envelope: Instructions

About the Form:

The Procurement Card Reclassification Envelope is necessary for documenting and classifying purchases made via the procurement card (also known as a “purchasing card” or a “University credit card”).

If you are using the online Excel version of the Procurement Card Reclass Envelope, the Excel form will need to be affixed to the outside of a 9x12 manila envelope. The envelope format allows receipts to be included and stored with ease. The information recorded on the front of the envelope (the affixed form) should reconcile to the cardholder statement and represents all the documentation/substantiation required by the IRS (see Business Expense Policy).

This envelope-style form is due to the Payments Department (PD) within 15 days of the cardholder receiving his/her statement each month.

Instructions for Completing the Form: (These numbers correspond to a sample form below.)

1. Name of purchasing card holder
2. Department
3. Date of Purchase
4. Business Purpose, description for the purchase
5. Vendor name—this will show up on the detail ledger report
6. Fund responsible for the charge (6-digit number)
7. Org responsible for the charge (4-digit number)
8. Account code appropriately describing the purchase (5-digit number)
9. Activity code associated with this charge
10. Total amount of purchase (found on receipt)
11. Sales tax amount paid on the purchase (found on the receipt). SPU is required to pay sales tax on all applicable purchases. If the vendor did not charge you sales tax, the Payments Department will self-assess the correct amount and submit to the state.
12. Any shipping and handling fees paid on the purchase (found on the receipt). The sales tax calculation does not include amounts paid for shipping and handling.
13. Claimant signature
14. Date signed
15. Approval signature—not required unless a purchase does not meet typical University policies (example: meal spending level exceeded).
16. Date signed
17. Subtotal—this column will subtotal automatically if using the online Excel form.

