

Pcard Receipts Cover Sheet

Please attach either the original or copies of all receipts being submitted

Cardholder Name(s) _____

Number of Receipts submitted: _____

Expense Report Name: _____

Submitted by: _____

Submitted Date: _____

Notes:

Directions:

1. After entering the coding on the receipts in the WORKS software, attach either the original receipt or copy of the receipt to this submittal header sheet.
2. Enter the cardholder names for the receipts being submitted. If more than one card is being reconciled, enter each cardholder name.
3. Enter the number of receipts attached.
4. Enter the Expense Report Name
5. Enter your name as submitted by.
6. Enter the date submitted.
7. If there are any special notes, enter them.
8. Send the Pcard Submittal to Amber Swedeen, Accounts Payable Clerk