

## Nilsen, Leslie-Ann

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**From:** Ask P-Card  
**Sent:** Friday, March 29, 2019 3:30 PM  
**Subject:** P-Card Program Did you know? - Detailed Receipt

*Did you know:*

### Cardholders

For each P-Card transaction, you are required to have an original detailed receipt and any applicable supporting documentation such as commodity approval, hosting checklist, flyer, attendance sheet, etc.

Having a credit card slip with the “total amount” only is *not* appropriate documentation. This could be part of your supporting documentation but it’s not acceptable alone.

*Example of a total amount only credit card slip.*



**A Detailed Receipt** should have the following information:

1. Merchant name
2. A description of what was purchased.
3. The cost/price of each item.
4. Total amount paid.
5. Method of payment.
6. Date of purchase.

Before Verifying your transaction in Workday, please make sure that your receipt total matches the amount of your Workday transaction. If it doesn’t, please inquire with the merchant and notify me if there is an issue.

*Example of an acceptable Detailed Receipt:*

Final Details for Order #113-3632168-2375466

Print this page for your records.

- 6. Order Placed: January 3, 2019
- 1. Amazon.com order number: 113-3632168-2375466  
Seller's order number: 1746240
- 4. Order Total: \$179.97

Shipped on January 4, 2019

Items Ordered

2.	3.	Price
3 of: Globe Scientific 1301 Glass Microscope Slide, 25mm Width x 75mm Length, 90° Ground Edges, Plain (Case of 1440)		\$59.99

Sold by: Owens & Minor (seller profile)

Condition: New

Shipping Address:

THOMAS WALKER  
6375 W CHARLESTON BLVD.  
LAS VEGAS, NV 89146-1139  
United States

Item(s) Subtotal: \$179.97  
 Shipping & Handling: \$0.00  
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 Total before tax: \$179.97  
 Sales Tax: \$0.00  
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Shipping Speed:  
Standard Shipping

Total for This Shipment: \$179.97  
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Payment information

Payment Method:

5. MasterCard | Last digits: 1234

Item(s) Subtotal: \$179.97  
 Shipping & Handling: \$0.00  
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 Total before tax: \$179.97  
 Estimated tax to be collected: \$0.00  
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Billing address

THOMAS WALKER  
6375 W CHARLESTON BLVD.  
LAS VEGAS, NV 89146-1139  
United States

Grand Total: \$179.97

Transaction Approvers

Please review all P-Card transaction attachments for the above information. If the required documentation is not attached, please use the **Send Back** button and add a **comment** explaining why you are sending it back to the Cardholder.

Please let me know if you have any questions.

Sincerely,

Leslie Nilsen

PCard Coordinator

CSN Purchasing Department

702-651-4346

[leslie.nilsen@csn.edu](mailto:leslie.nilsen@csn.edu)

If you have a P-Card emergency, please contact JP Morgan Chase at 1-800-270-7760.