



11. In an email, send as attachments a copy of the Account Activity List and PDFs or pictures of your itemized invoices/receipts, to a) all necessary budgetary approvers and b) me at pcard.statements@lakeheadu.ca. Notify your approvers that attached are your MONTH pcard statement and receipts for approval. Ask that they **REPLY ALL** their approval of the transactions and budgets (it can be as simple as "I approve"). The approval needs to be sent as a reply all so that I see it.
12. If you have any hard copy receipts, attach them to the printed Account Activity page and send to me in Finance. Anyone working from Orillia, Toronto, and Barrie should send these to Chris. We will file the hard copy receipts. Electronic receipts do not need to be reprinted. If you only have electronic receipts, nothing needs to be mailed to me. This printed report does not need to be signed. We are storing the hard copy receipts so departments don't have to.

Notes

- The new pcard.statements@lakeheadu.ca email is to only be used to submit statements (including the necessary approvals and needed receipts or details, as requested)
- The current creditcard@lakeheadu.ca email should be used for all other credit card matters, such as limit increases, budget code changes, card application statuses, all corporate card matters, and any questions relating to either type of **LE** Visa card.
- x When saving or printing the transaction list, landscape orientation is recommended.
- x Pictures of receipts are permissible; however, please ensure they are clear. Portions of the receipts detailing store surveys do not need to be captured in the picture or scan.
- x Fully reconciled **LE** include all itemized receipts and all correct budget approvers.
- x Be sure all information is visible on the scanned receipt: credit card transaction slips **MUST NOT** cover the information on the itemized invoice/receipt. If taping the receipt to a piece of paper to scan, DO NOT COVER the information with tape the tape will the print on carbon paper.
- x If you are on vacation during the allocation period, you must complete the allocations and submit the transaction list electronically for approval before your holidays start.
- x If you are on a sudden leave, we can set up a delegate within your department to complete the reallocation and reconciliation of receipts and approval(s).
- x It is recommended that you scan or save your receipts as you receive them; it will ease the amount of time it takes to submit your reconciled statement during the allocation submission period.

