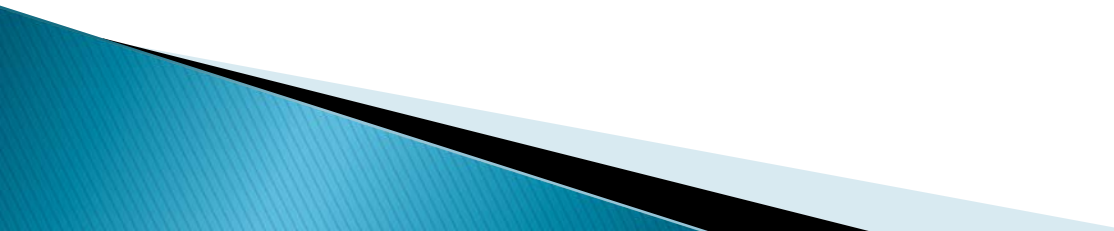




College CorporateCard Receipt Submission – How to Guide

Smith College Corporate Card

Receipt Submission – How to Guide

- ▶ Step 1: Monthly statement received from Bank of New York Mellon via U.S. Mail.
 - ▶ Step 2: Gather all original receipts for each transaction. Be sure to have the receipt with all transaction details including actual items purchased.
 - ▶ Step 3: Attach the receipts to the monthly statement.
- 

Receipt Submission – How to Guide

- ▶ Step 4: Ensure that there is enough detail about each transaction so that your supervisor and any auditors will understand the business nature (need) for the purchase. You may annotate any additional information on the actual receipt.

Note: Items that are listed as non-reimbursable in the Travel and Entertainment

<http://www.smith.edu/controller/TravelPolicy.htm> and College CorporateCard

<http://www.smith.edu/purchasing/pcard.php>

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- ▶ Step 5: For College Corporate cardholders that charge travel or entertainment on a College Corporate card, attach a completed Expense Reimbursement Report for each travel, entertainment, or food expense. Be sure to include the names of any individuals (besides yourself) that were present and the business purpose for the transaction.

Receipt Submission – How to Guide

- ▶ Step 6: Sign and date the first page of the statement.
- ▶ Step 7: Forward the entire packet to your direct supervisor for approval.
- ▶ Step 8: Supervisors should verify the following prior to signing the statement:
 - There is a receipt for each transaction
 - There is an explanation including attendees and purpose for travel/entertainment items
 - The business need/purpose is present and reasonable
 - Transactions are in accordance with the department's budget.

Receipt Submission – How to Guide

- ▶ Step 9: Forward the signed and approved packet to the Controller's Office via campus mail within 30 days of the statement date.