

PCARD DOCUMENT TRANSMITTAL FORM & CHECKLIST

PCard Documentation is due no later than the 10th of the month following reconciliation to the statement or UAccess (Ex: If Statement Billing Date is 3/6/17, due date is 4/10/17)

Department Name: _____ Department #: _____

Department Liaison Person: _____ Phone #: _____

Department Liaison Email: _____

(Receipt Confirmation will be sent to this address. Please retain for your records.)

MONTH OF: _____ (Ex: If Statement Billing Date is 7/6/15, Month is June)

Documents sorted by:

Card holder last name in alphabetical order with eDoc # in ascending order within each holder name

OR

eDoc# in ascending order

Original Invoices or Receipts

Write **eDoc #** on each invoice or receipt

Contact FSO

Compliance Inquiries: compliance@fso.arizona.edu

Documentation Receipt Inquiries: fso_operations@fso.arizona.edu

Submit to:

US Mail:

FSO-Operations 1303 E
University Blvd, Box 5
Tucson, AZ 85719-0521

Location & Delivery:

FSO-Operations
888 N Euclid, Rm 402
Tucson, AZ 85719

Campus Mail:

FSO-Operations
University Services Building, Rm 402
PO BOX 210158

FSO Date Received: