NORTHERN ILLINOIS UNIVERSITY
PCard Equipment Transaction Form

Completed by Department - All Fields Required Including Copy of Receipt

Cardholder Name _____   Transaction ID _____

Dates: Purchased _____   Posted _____   Transaction Total $ _____

Vendor _____   Equipment Total $ _____

Description _____

Chartfield Allocation

Account	Fund	Cost Center	Program	Class	Project/Grant	Equipment Amount
			N/A			
			N/A			
			N/A			
			N/A			

Please enter name of the person responsible for the equipment and where it is located.

Contact Name _____   Phone _____

Department _____   Bldg & Room # _____

Upload a copy of the completed form and receipt into the vendor's receipt imaging system.

For Accounting & Property Control Use Only

Sector	Tag Number	Profile ID	Description	Serial ID	Cost

Instructions for the P-Card Equipment Form

Purpose of the Form:

This form is required to provide information to the Controller's Office and Property Control for all P-card equipment transactions using account codes 865105, 865110 and 880100-880175. If an equipment account is used, an equipment form is required.

How to Complete the Form:

Complete the form and upload a PDF copy into the vendor's receipt imaging system. Each Transaction ID must be submitted on its own equipment form. If multiple chartfields are charged on the same transaction, only one form is needed. All information in the top box of the form is required.

Cardholder Name: The name of the cardholder making the purchase.

Transaction ID: The 13 digit transaction ID assigned by vendor's system.

Date Purchased and **Date Posted**: The dates as listed in vendor's receipt imaging system.

Vendor Name: Enter the name of the vendor as it appears on the receipt, invoice or in vendor's receipt imaging system.

Transaction Total: This must match the total of the transaction for all accounts as charged in vendor's receipt imaging system.

Equipment Total: The total amount allocated to equipment accounts in vendor's receipt imaging system. The amount should include any related shipping, fees, etc. but not sales tax.

Description: Include a short, general description of equipment that was purchased.

Chartfield Allocation: Enter the chartfield distribution as allocated in vendor's receipt imaging system for the equipment account(s) only. The total entered in the "Equipment Amount" field must balance to the amount entered in the "Equipment Total" field above.

Contact Name, Phone, Department, and Building & Room Number: Enter the information for the person responsible for the equipment and where the equipment is located.

Receipts: When using the vendor's receipt imaging system, include the completed equipment form when uploading the receipt. The appropriate documentation should state "receipt" or "invoice," contain details of the purchase including item descriptions, quantities, unit and total prices, any shipping or additional fees. Only include quotes, order confirmations or packaging slips in addition to the receipt/invoice if the receipt/invoice does not contain purchase details. Print screens of an item's internet page or reports printed from vendor's receipt imaging system are not valid as receipts and should not be included. DO NOT upload any copies that include the full credit card number.

Submitting the Completed Forms for Processing:

Once the equipment form has been completed, upload a PDF copy of the equipment form along with the receipt to the appropriate area in the vendor's receipt imaging system. Accounting will forward the paperwork to Property Control for proper tagging. Do not send paperwork to Card Services.