**Practical PCARD Points**

**Food Purchases**
Always indicate a reason when the University pays for a meal. Fill out the “Meals and Entertainment Form” found on our website and keep it with your monthly reconciliation. Get an itemized receipt for a restaurant purchase. Remember to use Chartwells for on-campus food purchases.

**Sales Tax**
Please check your receipt to see if sales tax has been charged BEFORE you leave the store or website. It’s much easier to get a refund at the time of purchase rather than later. Remember to plan ahead when ordering office supplies and use OfficeMax.

**Travel**
Use your PCARD for airline tickets, hotels, and conference registrations. **Use the per diem method for meals - DON’T use your PCARD.** When traveling with students, using your PCARD is acceptable only for them. Remember to use AAA for airline travel and Enterprise for car rentals.

**Reminder**
Cardholders assume the responsibility of supplying all necessary support documentation with their monthly reconciliation. This includes receipts and/or fully completed Missing Receipt Forms along with a signed monthly Accounting Code Detail report from 5/3 SDG2.

**University Printing**
Plan ahead by contacting University Printing when you need to have a publication designed, printed or copied.

For more information, contact University Printing at 859-572-5269 and find out what they can do to help you with your project.

**Use Correct Zipcode**
When making purchases with the PCARD use the 41076 zipcode.