

*Research Foundation P-Cardholders must complete this form and attach the required supporting documentation when submitting their P-Card transaction original receipts to their Research Foundation analyst. This remittance form must be turned in at least twice per billing cycle if applicable. Please consult the Research Foundation Procurement Card Policy and Procedure Manual for questions or contact your Research Foundation analyst.*

**I. Cardholder Information**

**Today's Date:** \_\_\_\_\_

Cardholder Name: _____ Email Address: _____ Department: _____	Analyst Name: _____ Mail Code: _____ Phone Number: _____ Receipt Total: _____
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**II. Description**

Please provide the timeframe of the receipts being submitting and brief description of items purchased:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**III. Instructions**

1. Log into US Bank Online: click Transaction Management, then click Transaction List, & then click Allocation.
2. Key in account numbers, object code, and transaction description, then save and approve.
3. Print US Bank Account Activity Report for the timeframe being remitted and verify transaction amounts and descriptions match the receipts.
4. Resolve any discrepancies.
5. Select "Approve" and submit transaction to your analyst.
6. Attach the original receipts, proof of receipt, any other pertinent supporting documentation, and the US Bank Account Activity Report to the Research Foundation weekly remittance form.
7. Fill out remittance form and obtain account signer signature if applicable. If the cardholder is the account signer, the cardholder can sign the remittance form.

**IV. Account Signer Information**

I certify that the expenditure(s) incurred are appropriate to the account(s) allocated and approved in US Bank transaction management and no other source of reimbursement will be claimed.

Account Signer Printed Name: \_\_\_\_\_

Account Signer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For SJSURF Internal Use Only**

Analyst/Date:	AP/Date:	PMT/Date:
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US Bank PEID:	Batch Posting Date:	Batch #:
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