



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 3/6/19, due date is 4/10/19)

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 3/6/19, Month is February)

- Documents sorted by:
 - Card holder last name in alphabetical order with eDoc # in ascending order within each card holder name
 - OR
 - eDoc # in ascending order

- Original Invoices or Receipts. Write **eDoc #** on each invoice or receipt.

CONTACT FINANCIAL SERVICES:

Compliance Inquiries: compliance@fso.arizona.edu
Documentation Receipt Inquiries: fso_operations@fso.arizona.edu

SUBMIT TO:

Campus Mail:
Accounts Payable
University Services Building
PO BOX 210158
Room 402

US Mail:
Accounts Payable
1303 E University Blvd, Box 5
Tucson, AZ 85719-0521

Physical Delivery:
Accounts Payable
University Services Building
888 N Euclid Ave, Rm 402
Tucson, AZ 85719

Financial Services Date Received: