Please complete a separate form for each transaction. This form and any related receipts should be uploaded to MyWallet as soon as possible, but no later than one week after the transaction occurred. If you do not have a receipt listing the exact amount of the charge, you must complete a Statement in Lieu of Receipt form, which can be found by following this link: [http://www.policy.umn.edu/groups/ppd/documents/form/pcard_statement.pdf](http://www.policy.umn.edu/groups/ppd/documents/form/pcard_statement.pdf)

*All receipts must be itemized.*

The PCard office has increased its oversight on unreconciled expenses. If an expense is 30 days old in MyWallet, the office will contact the Department Card Administrator. If an expense is 60 days old, the card will be suspended until all charges, regardless of age, are reconciled. Should the card reach this suspension limit for a second time, it will be suspended until all charges, regardless of age, are reconciled and will remain suspended for an additional 30 days. Should the card reach the suspension limit for a third time, it will be canceled.

For Neuroscience, contact Dustin at (612) 626-6774 or savag079@umn.edu

For Pharmacology and IBP, contact Jim at (612) 625-2465 or shoem054@umn.edu

For Microbiology and Immunology, contact Colleen at (612) 624-2468 or oneil009@umn.edu