

## University Purchasing Card Reimbursement Deposit Form

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UP ID#: \_\_\_\_\_ Name: \_\_\_\_\_

Department: \_\_\_\_\_ Email: \_\_\_\_\_

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Account to deposit to: \_\_\_\_\_  
FUND \_\_\_\_\_ ORG \_\_\_\_\_ GL Code \_\_\_\_\_ ACTIVITY (if needed, not common) \_\_\_\_\_

*\*PLEASE NOTE: The account numbers above can be obtained from your Wells Fargo statement. Use the same accounting shown on the charge you are reimbursing. Please note that the account 07071 - Miscellaneous, is always used for personal purchases. Please change the account in Wells Fargo to 07071 to match the reimbursement coding. See sample below.*

|    |                          |  |            |   |                       |                                  |
|----|--------------------------|--|------------|---|-----------------------|----------------------------------|
| 1. | <input type="checkbox"/> | 01/05/2023   | 01/06/2023 | Tst Bless Your Heart -<br>V<br>Vancouver,WA | 07071 - Miscellaneous | PERFORMING AND FINE<br>ARTS(245) |
|    |                          | <i>Description:</i> Personal charge - see reimbursement deposit slip attached. |            |   |                       |                                  |
|    |                          | <b>BANNER ID:</b> 001533273  |            | <b>ORG:</b> 245                             |                       |                                  |
|    |                          | <b>FUND:</b> 1000  |            | <b>ACTIVITY:</b>                            |                       |                                  |
|    |                          | <b>PO NUMBEER:</b>   |            | <b>FT01:</b>                                |                       |                                  |

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Description\*: \_\_\_\_\_ Pcard Reimb  
First Initial, Last Name (MM/YY)

*\*Description should include First Initial, Last Name, Month and Year the charge posted to your pcard statement.*

**For example: JSmith 03/19**

Cash Total: \_\_\_\_\_

Check Total: \_\_\_\_\_

Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_

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### Instructions

1. Bring completed deposit form and payment to the Cashier – 130 Waldschmidt Hall. Please e-mail [pcard@up.edu](mailto:pcard@up.edu)
2. A payment receipt will be provided to you within two business days.
3. Payments made after 3:00PM will be processed the following business day.
4. Attach the receipt in Wells Fargo as documentation for the transaction being reimbursed. Receipts can be uploaded to the statement level if the reimbursement covers multiple transactions. Receipts can be uploaded to your statement even after the reconciliation deadline has passed.

For assistance in completing this form contact [pcard@up.edu](mailto:pcard@up.edu)