

### **Cardholder's responsibilities**

- Retain invoices or receipts for each purchase.
- Note on the receipt the reason for the purchase. For example, office supplies, or meeting registration for Professor Blank, or clocks for classroom, etc.
- Note on the invoice or receipt the account number and object code if the item should be charged to something other than the default account and object code.
- If the purchase relates to travel (for example, meeting registration) note on the receipt the employee's social security number and Travel Authorization number. All expenditures for travel should use the correct travel object code.
- Turn all invoices into the Liaison by the 1<sup>st</sup> day of the following month.