PCARD Receipt/Invoice Submission Process to Fiscal Services

Once order is received, send email to Fiscal Services *within (3) business days* to lib-fsvcs@uflib.ufl.edu

- **Email Subject:** PCARD, Vendor Name, Amount

- **Electronic Invoice** – Forward email to Fiscal Services (*use email subject format above*) and notate that items have been RECEIVED.

- **Hardcopy invoice/receipt** – Scan/attach **signed** copy of invoice that items have been RECEIVED.

Valid Invoice/Receipts include:

- Vendor Name
- Item Description
- Amount of purchase
- Date items received and signature

If order has not been received contact Fiscal Services at the above email address for correct handling.