

## Publix Business Cardholder Reminders

1. Publix receipts should be turned into Fiscal Services **NO LATER THAN 7 DAYS AFTER PURCHASE** (with all supporting documentation)
2. **E-Receipts are available and convenient**– please sign up for this service so you will not have to carry around a receipt, look for a receipt, scan, & it is legible – see link below.
  - a. <http://www.publix.com/products-services/e-receipts>
3. Email receipt to [lib-fsvcs@uflib.ufl.edu](mailto:lib-fsvcs@uflib.ufl.edu) in the following format and supporting docs show below
4. **Email Subject Heading** – PMNT AUTH, Publix Pmnt (Name who purchased), \$ xx.xx
5. Include support documentation for purchase (ex: Receipt, List of Attendees, Event Ad, Meeting Agenda or any other supporting doc)
6. Also include the funding information
  - a. Who approved the purchase
  - b. Fund #
  - c. Fund Name
  - d. Donor Intent
  - e. Purpose of expenditure – ***(Benefit to the University & in line with donor intent including date of event)***

*If you are not using a Publix card and this a reimbursement for a Publix purchase, send the information to Admin Services (Lela Johnson/Misty Colson) before sending to the Lib Fiscal Services Email box.*

Contact Fiscal Services with any questions – 352-273-2555