

Publix- Introducing E-Receipts

Who: Publix Cardholder

Why: Convenient

What: Paperless

When: Receipt must be submitted to Fiscal Services within 3 days of purchase

Step 1: Publix E- Receipts

E-Receipts are electronic images of store receipts that you can access anytime from your Club Publix account.

E-Receipts and their items is just one convenient benefit available to you as a Club Publix member. E-receipts are available and convenient –please sign up for this service.

Sign up for E-Receipts: <https://ww4.publix.com/products-services/e-receipts>

Step 2: Publix for Business Cardholders

1. Publix receipts-Submit to Fiscal Services NO LATER THAN 3 DAYS AFTER PURCHASE (with all supporting documentation scanned)
2. Email receipts to lib-fsvcs@uflib.ufl.edu in the following format and supporting documentation.
3. Email Subject Heading- Payment Auth, Publix Pmnt(Name who purchased) \$
4. Include support documentation for purchase (Receipt, Event AD, Meeting Agenda, Attendees or any other support Documentation).
5. Also Include the funding information
 - Purchase Approval (Chair, Dean, Supervisor)
 - Funding Information
 - Foundation Funding Payment (If applicable – supply the following
 - Fund Name
 - Purpose of expenditure-(Benefit to University and in line with donor intent including date of event)

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