



321 Administration Bldg. Fayetteville, Arkansas 72701 (479) 575-2551 (479) 575-4158 (FAX)

## Business Services

### Imaging PCard or TCard Receipt Agreement

This agreement will state the understanding of equipment needed and responsibilities of the department in an effort to reduce the amount of paper involved in the PCard and TCard process.

#### Licensing requirements:

- Network or internet connection
- A Kofax ID from IT Services (Business Services will request this for you.)

#### Minimum requirements for equipment needed for scanning: (your technical support person can assist)

- Scanner must be able to produce images at a minimum 200 x 200 DPI.
- Scanner must be able to produce images in multipage TIF format.
- Images must be scanned in black and white.
- Each PCard receipt must have the D number written on it and must be legible.
- Each PCard receipt must be a separate image.
- Each TCard receipt must have the T number written on it and must be legible.
- Each TCard receipt must have a separate image.

#### Minimum requirements for archival of receipts:

- Paper receipts or an electronic copy of the original receipt will be retained by the department until notified by the Business Services department that they can be destroyed.
- The department is responsible for re-scanning of the receipt if the image is illegible during Business Services verification.

**Department Name/BU Code:**

**Department Representative:**

**UARK Email address:**

**Date of Request:**

**Name of person scanning/rescanning:**

**UARK Email address:**

**Need access for:** PCard  TCard

Any questions concerning the minimum requirements on PCard receipts should be directed to: eProcurement Team at [pcard@uark.edu](mailto:pcard@uark.edu)

Any questions concerning the minimum requirements on TCard receipts should be directed to: Travel Office at [uatravel@uark.edu](mailto:uatravel@uark.edu)