



PCard Receipt Attachment Quick Reference Guide

PCard Receipt Packet	
Prepare Paper Receipts	Tape all receipts to paper and number receipts in numerical order.
Print Online Invoices	If you have an online invoice instead of a receipt, you will need to print the invoice to include in your packet.
Checkmark Receipt Attached Box	When reviewing your statement, check the Receipt Attached box for every transaction.
Print Cover Sheet	After reviewing your statement, print your cover sheet.
Print Statement	Print your current CCER bank statement.
Prepare PDF File	Scan all items, using Adobe Reader, into a PDF file. <i>*If you have Adobe Acrobat (Professional Version), you can follow instructions in the manual and append all required documentation into one PDF file.</i>
Email PDF Packet to Wells Fargo	Packet must include: <ol style="list-style-type: none"> 1. Wells Fargo cover sheet 2. CCER statement 3. Receipts Per Wells Fargo, submit attachments to a new email. Attachments embedded in a forwarded email cannot be processed . Include on email subject line the Statement End Date in the following format: mm-dd-yyyy Email all items to: pcardreceipts@nmsu.edu



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What to do if...	
Fraudulent Charges	Contact Wells Fargo at 1-800-932-0036 and Procurement Card Administrator at 575-646-7125
Lost Receipts	Contact Procurement Card Administrator via email at pcard@nmsu.edu .
Sent Receipt Image in Error	Contact Procurement Card Administrator via email at pcard@nmsu.edu . Fees may be applicable.
Scanning Guidelines	
<ul style="list-style-type: none"> • Remove all staples and paper clips • Tape down all sides of the receipts • Make copies of any torn or faded print receipts • Remove unnecessary stickers or stray tape • Scan at 300 dpi by 300 dpi if possible • Scan using black and white mode ONLY <p><i>* If you require additional assistance with scanning, please contact your technical support team.</i></p>	
Things to Remember:	
<ul style="list-style-type: none"> ❖ All receipt imaging packages will be available to view on the Wells Fargo website for a period of seven years. ❖ After scanning, verifying and emailing receipts to pcardreceipts@nmsu.edu, department shreds documents and deletes PDF files and emails. ❖ Each Cardholder or Reconciler must submit a Receipt Imaging package every statement cycle prior to clicking on the Statement Reviewed button. 	