

Hampshire College: Purchasing Card Program

Tips for Documenting Purchases

- Please tape small cashier receipts to 8x11 sheets of scrap paper while being careful not to tape over printed information (the tape lifts the print off over time).
- Put receipts in the same order as on your paper statement unless otherwise instructed.
- Provide adequate descriptions of the business purpose in the description box on-line. This briefly describes why you purchased what you did, rather than what you purchased. For example, when traveling, describe briefly the purpose of the trip; rather than reporting that it was “parking while traveling”, a better description includes the purpose of the trip, such as, “parking for NEASC conference”.
- Be sure to remember to use the College’s Massachusetts state sales tax exemption for the 6.25% sales tax, when applicable. Local vendors usually will not automatically key the order as tax-exempt unless you point out the exception number under your name on your card or show them the tax exempt certificates that are posted on our website:
<https://www.hampshire.edu/business-office/purchasing-department-useful-forms>
- When dining, please remember to include an itemized receipt and list the names of attendees other than yourself (or the number and group name, if over 10 attendees, for example, “coffee for 30 members of the Business Managers Group” as well as a brief description of the business topics discussed.
- Note restaurant or other tips on the receipt so they match the statement amount.
- Within two weeks of receiving your monthly statement, forward the completed packet, with the receipts stapled or binder-clipped behind the statement, to your supervisor for their approval. The supervisor will approve on-line, initial and date the statement, then send to the Business Office.