

**Please turn in all of your receipts to Deborah** in the front office, room 122. Do the following:

1. Turn in your **receipts** to Deborah on a regular basis – do not wait until the end of the month.
2. If the receipt is large enough in size, please write the following on the back of it:
  - **The business purpose for the purchase, i.e. attending AAPG conference, conducting field research, lab supplies, computer supplies, advertising, hosting DLS speaker.... this helps us figure out how to code the expenditure and describe it.**
  - **If it is for hosting a speaker or recruit for a meal, we need all of the names of those attending**
  - **The account number that it should be paid from - if you aren't sure what the numbers are, please ask us and we can work with you to figure out what they should be.**
3. If the receipt is too small to write on the back of it, please attach a piece of paper with the information listed above to the receipt.
4. Know what you can or cannot use your pcard to buy.

Diane  
6-3392