



Follow these steps when turning in your pcard receipts:

- 1) After making your purchase, double check that you were not charged tax. If so, get the tax removed while still at the store.
- 2) Complete pcard documentation thoroughly on the Let's cook! Plan, Shop, Pack List for each recipe used.
 - a. These forms can be found on the Eating Smart, Being Active website
<http://eatingsmartbeingactive.colostate.edu/resources-for-implementation/lets-cook-plan-shop-pack-lists/>
- 3) Once the Kualo email comes to your email inbox, check that the receipt balance and the Kualo document amounts match. If they don't match, call Cindy Standley and let her know so she can fix the discrepancy. Print the Kualo email.
- 4) Write the Kualo number on the top of the original receipt and all of the corresponding Let's cook! Plan, Shop, Pack Lists.
- 5) Tape the original receipt to the printed copy of the Kualo email.
- 6) Scan the Kualo email with the original receipt attached to it and Let's Cook! Plan, Shop, Pack List for each recipe used and email Cindy.
- 7) Mail Cindy the Kualo email and the original receipt soon after (within the week) you receive the Kualo email.
- 8) Save a copy of the email, the receipt, and the *Let's Cook! Plan, Shop, Pack List* for each recipe used for your records.
- 9) Once a month you will receive a statement with all of your pcard transactions. Compare the copies of your receipts to the transactions listed on the statement. Please check to be sure all transactions were made by you and that there are no fraudulent charges. Sign the form and mail it to Cindy.
- 10) Keep your receipts for the federal fiscal year (October 1st-September 30th) so that if you need to refer to them, you have the documentation. Each year the EFNEP State Office will announce when you can shred your records.

Please send pcard receipts to:

Cindy Standley
Colorado State University
EFNEP Office
Fort Collins, CO 80523-1571
Cindy.Standley@colostate.edu
970-491-2377 (w); 970-491-8729 (f)