



May 17, 2019

TO: Texas A&M AgriLife Business Administrators & Payment Card Holders

SUBJECT: Payment card receipt requirements

Payment Card Receipt Requirements

There has been confusion regarding the receipt requirements for payment card purchases since moving the transactions into Concur. The receipt requirements have not changed. We need the actual merchant receipt for every transaction. There are some vendors that provide level 3 data. This information in Concur appears as a + sign on the credit card icon. This additional level 3 data allows the reallocator to verify the purchases to the merchant receipt. However, the merchant receipt must be uploaded.

If you have any additional questions, please contact Jay Avila at 979-845-6147 or jay.avila@ag.tamu.edu; Kim Payne at 979-845-4764 or kpayne@ag.tamu.edu; Li Su at 979-845-2553 or LSU@ag.tamu.edu; or Shiao-Yen Ko at 979-845-4778 or s-ko1@tamu.edu.

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