Details and Documents for Submitting Expense Reports in Govs Suite

Requirements for Reconciling Expenses

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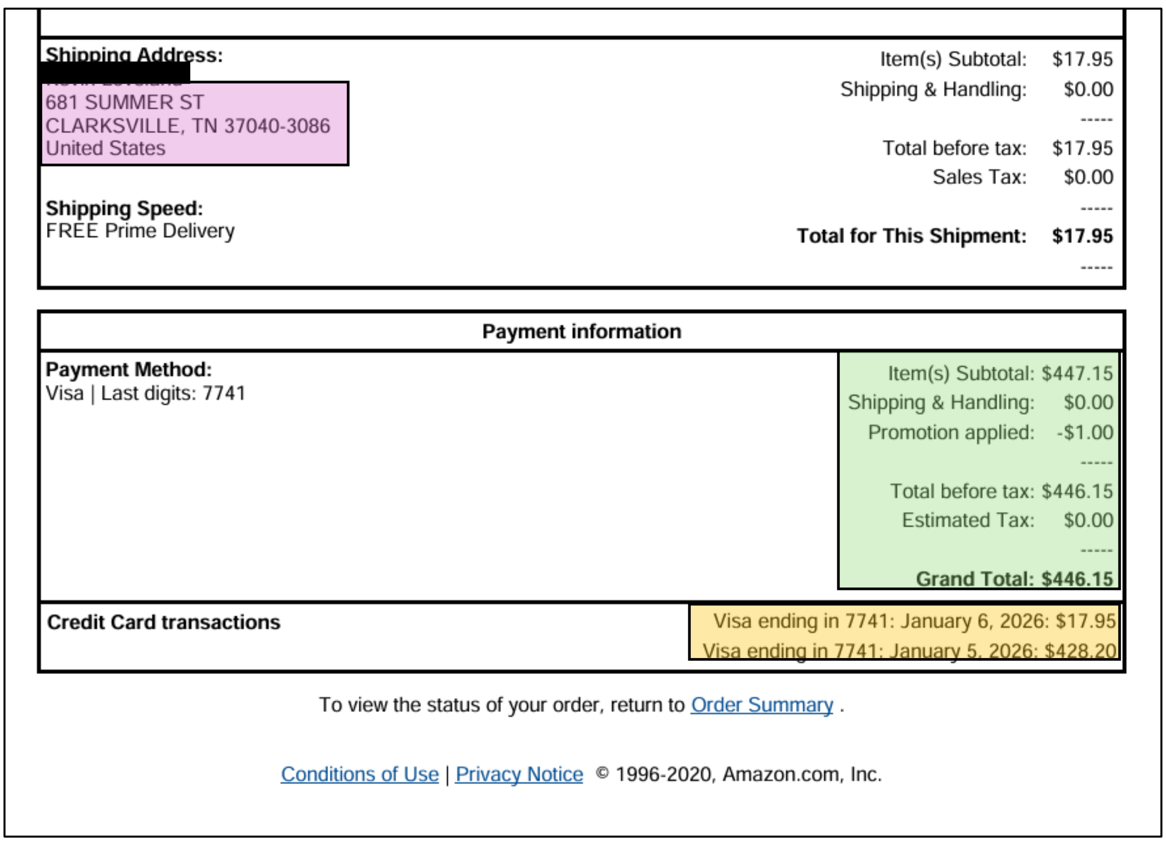
Amazon purchases: Must be purchased with an APSU corporate card using the Amazon Business account. *APSU will not reimburse Amazon purchases that are paid with a personal account on a personal debit/credit card. *

- Required attachments:
    1. An updated “Printable Order Summary” which reflects the exact amount that was charged for each transaction. This is the receipt for the expense. Amazon will update this document once all items have shipped so be sure to add the most recent order summary for the correct receipt. If an order is split into multiple charges, it should be reflected in the Printable Order Summary at the bottom. (See screenshot below)
    2. **If you require special approval from Procurement for specific orders from Amazon, be sure to attach the email approval to the expense report. Without approval attached, it will be rejected and returned for more information.**



Shipping Address:
[redacted]
681 SUMMER ST
CLARKSVILLE, TN 37040-3086
United States

Shipping Speed:
FREE Prime Delivery

Item(s) Subtotal:	$17.95
Shipping & Handling:	$0.00

Total before tax:	$17.95
Sales Tax:	$0.00

Total for This Shipment:	**$17.95**

Payment information

Payment Method:
Visa | Last digits: 7741

Item(s) Subtotal:	$447.15
Shipping & Handling:	$0.00
Promotion applied:	-$1.00

Total before tax:	$446.15
Estimated Tax:	$0.00

Grand Total:	**$446.15**

Credit Card transactions

Visa ending in 7741: January 6, 2026: $17.95
Visa ending in 7741: January 5, 2026: $428.20

To view the status of your order, return to Order Summary .

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Business Meal purchases and purchasing food for events: Meals being paid for by university funds must be justified and documented. *Card holders are prohibited from agreeing to donate any amount to charitable funds through restaurant or business purchases, including "rounding up" purchases to the nearest dollar for the purpose of donation. *

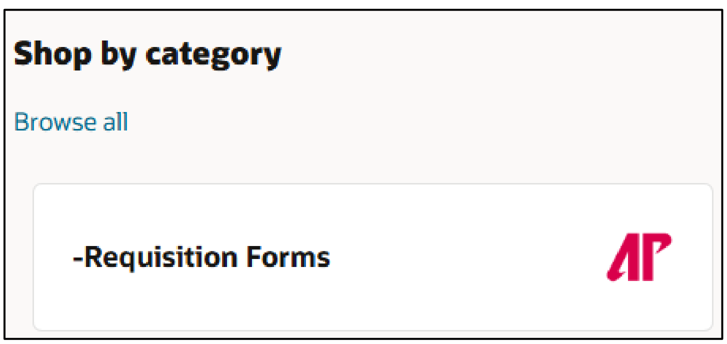
- Required attachments:
    1. <u>The complete itemized receipt</u> showing exactly what food and beverage was purchased, if a tip was added (no more than 20% tip), and whether sales tax was charged. *Alcohol is NOT permitted to be purchased on a University Corporate Card.*
        a) APSU is tax exempt in the state of TN, so card holders are requested to provide the tax exemption form to the business at the time of purchase, and request the tax be removed BEFORE payment. *Most restaurants will not reimburse the tax once the purchase is complete, so it is the card holder's responsibility to remember to ask in advance. *
            - If the business refuses to honor the tax exemption, be sure to attach a document that states you did in fact request tax exemption, who you spoke to at the business, and the reason they gave for not allowing it. *If this information is not attached to the expense report when initially submitted, an auditor will request this information later, which will delay the reconciliation process. *
    2. <u>A list of attendees</u> is required for all meal purchases.
        a) Business meals must include a list of names of everyone who attended the meal, including APSU faculty, staff, employees, and guests of the university.
        b) Food purchased for events from Publix, Kroger, etc. or other catering methods must include a list of attendees or a sign-in sheet from the event.
    3. <u>A meeting itinerary or public event flyer</u>
        a) Business meals must include an itinerary or a stated purpose for the meeting. Examples include dinner with faculty candidates, coffee with a donor, or a department planning meeting over lunch.
        b) Food for events must include an itinerary or public event flyer attached to the expense report. For example, a beginning of semester gathering hosted by a CoSTEM department may advertise the event with public flyers inviting students and staff to enjoy refreshments and mingle at their leisure.

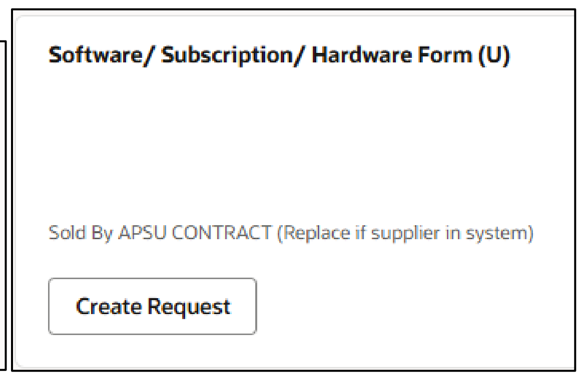
Memberships and Subscriptions for Individuals and University Groups: Every membership expense MUST have proper justification for the use of the membership/subscription. *Auto-renewal is not permitted on corporate card purchases for memberships or subscriptions. *

- Memberships in professional associations are vital to the operation of most university departments. Department heads are responsible for ensuring that these are procured in the most economical manner and that they directly relate to the department's mission. While institutional or organizational memberships are preferred, individual membership fees can be considered for payment in cases when the university or department will clearly benefit from the membership. A letter of justification from the supervisor of the individual requesting the membership(s) with the business reason for this payment should accompany any request for payment of individual membership fees and must be retained with the disbursement records.
- The account code to be used for the payment of memberships and subscriptions is **74481.**
- Required attachments:
    1. Complete itemized receipt that shows the exact price of the purchase, to include whether TN state sales tax was charged.
    2. If it is not included on the receipt, documentation must be added with the name of the individual or group that the membership is paying for.
    3. A document showing the supervisor's <u>approval and justification</u> for the membership purchase.

Software Purchases: Every software expense MUST have proper justification, vetting, and approval for the use of the software BEFORE the purchase is made. *Auto-renewal is not permitted on corporate card purchases. *

- A requisition form is REQUIRED to be completed before purchasing software with a corporate card.
    1. To locate the Software Requisition Form, go to Govs Suite → Procurement Tab → Purchase Requisitions (New) → Under "Shop by Category" find -Requisition Forms → Software/Subscription/Hardware Form (U)
    2. Once this requisition has completed the approval process, you may then place your order, and you will need to attach a PDF copy of the approval to your expense report for audit.
- The account code to be used for the purchase of software downloaded onto a university computer is **74430.**
- Required attachments:
    1. Complete itemized receipt that shows the exact price of the purchase, to include whether TN state sales tax was charged.
    2. A copy of the PDF of the completed and approved requisition.





Online Purchases: ***Use caution when making purchases made through international vendors due to the potential for shipping delays, customs issues, and additional tariff or import fees.

- BEFORE placing an online order, check the vendor's tax exemption policy.
    1. Some vendors require you to complete the purchase and pay the applicable sales tax upfront. After the purchase, you may need to email their customer service department with a copy of your receipt and APSU's tax exempt form, and request reimbursement for the sales tax paid.
    2. Other vendors require that the tax exemption documentation be submitted and approved before the purchase is made. Once approved, they will provide a tax-exempt purchasing code to enter during checkout.
- Required attachments:
    1. Complete itemized receipt that shows the exact price of the purchase, to include whether TN state sales tax was charged.
    2. If you are required to pay the sales tax upfront, but will be getting that amount reimbursed, be sure to add documentation to your expense report showing the plan to reimburse the tax. A PDF copy of an email with the vendor or screenshot showing the status of the reimbursement is all that's needed. **This is just so Audit knows the cardholder is aware of the taxes paid and that they are working on completing the reimbursement*

In-Person Purchases: *** When making purchases in person, you must follow the tax exemption procedures established by the specific business. Always request Tennessee sales tax exemption at the time of purchase. Some retailers, such as Sam's Club and Kroger, require the use of a tax-exempt membership card, which can be borrowed from Procurement before making the purchase. Contact the store in advance to confirm its tax exemption requirements and ensure you have the necessary documentation or membership card before completing your purchase.

- Required attachments:
    1. Complete itemized receipt that shows the exact price of the purchase, to include whether TN state sales tax was charged.
        - ➢ If you choose to take a picture of the receipt with your phone, you will need to make sure that the entire receipt can be easily read. Expense reports with blurry or incomplete receipts will be rejected and returned for correction.
    2. If you are required to pay the sales tax upfront, but will be getting that amount reimbursed, be sure to add documentation to your expense report showing the plan to reimburse the tax. A PDF copy of an email with the vendor or screenshot showing the status of the reimbursement is all that's needed. **This is just so Audit knows the cardholder is aware of the taxes paid and that they are working on completing the reimbursement*
    3. If this item requires special permission or approval to purchase, a document showing approval and justification from Procurement should be attached.