

New process for submitting purchasing cards to Research Finance

With the ongoing transition to digital processes, Research Finance has introduced a new system for submitting purchasing card (P-Card) requests. This system is demonstrated in this [video](#).

Step-by-step process:

1. Fill out all necessary fields on the P-Card Transaction Detail Excel sheet
2. Embed all receipts, invoices and the Transaction Detail Excel sheet to the BMO Bank statement
3. Have the proper signing authority approve the adobe BMO P-Card statement using one of the allowable methods listed
4. Email the complete package to researchfinance@smh.ca
5. Subject line please quote: P-Card – Cardholder’s name – statement date – Research Financial Analyst (e.g. P-Card – Dr. John Doe – May 15, 2020 – Philip Smith)

If you have any questions, please contact researchfinance@smh.ca.

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