



UNIVERSITY OF CENTRAL FLORIDA

Division of Finance: PCard

### **Electronic Statement Naming Convention**

When submitting a PCard monthly statement packet electronically, ensure that the electronically PCard Statement Certification and all support is included in a single PDF file and that the following file naming convention is used. Submit all completed packets to [PCardStatements@ucf.edu](mailto:PCardStatements@ucf.edu). If the file is too large to send via email, please contact the PCard office at [PCardStatements@ucf.edu](mailto:PCardStatements@ucf.edu) to arrange for an alternate submission method.

#### **PCard Monthly Statement Packet**

PCARD, cardholder's employee ID, last day of the statement month (mm/dd/yy)

Example of a statement packet: PCARD\_1234567\_07.31.20.pdf