## **Pcard Transaction Submissions**



Go to the Main Menu>Accounts Payable>My Credit Card Transactions.

Click the curved arrow to open the transaction you want to review/submit. If there are no transactions listed, you do not have any that require submission at this time. Check back next week.

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*				Attachments
General	CREDIT CARD TRANSACTION D	ETAILS		
Credit Card Transaction Details	*Fiscal Year	2023-2024 v		
Account Summary	*Credit Card	ELIZABETH HS MAIN	~ **** **** 8962	
Post-Approvals	Burchase Orders			-
Select Purchase Order Details	Parciase orders			
Audit History	Transaction Date	04/11/2024 Thursday		
	Transaction Time	12:00 AM		
	*Credit Card Used By	✓		
	Vendor	Elan Financial Services	200 S 6th St Corporate Payment	Systems Ep-Mn-L29c Minneapolis, MN
	Vendor Description			
	Entry Amount	97.07		
	*Description	SAMS CLUB #4853		<b></b>

If a purchase order (PO) is tied to the charge, enter the PO # and any vendor description. Enter a description of the charge after the location of the purchase (e.g., "Sam's Club/food for Student Council retreat").

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	Vendor	Elan Financial Services	200 S 6th St Corporate Payment Systems Ep-Mn-L29c Minneapolis, MN
	Vendor Description		
	Entry Amount	97.07	
	"Description	SAMS CLUB #4853	

**Attachments are required.** On the credit card transaction details page, attach receipts or backup for the charge. Click Add Attachment.

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## Click Select Files>Find and upload your scanned document>Click on Save

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ATTACHMENT DETAILS Please select the file to upload					
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Use the side tab and click on Credit Card Transaction Details. Click the curved arrow in the highlighted blue area. **DO NOT USE the add credit card transaction detail.** 

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Enter the description. Then, at the bottom of the page, under credit card transaction detail, enter an account number as well as the amount of the purchase.

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Add Account Dis	ibution	

If you would like a tile added to your home screen, reach out to Tina Waymire for assistance.

