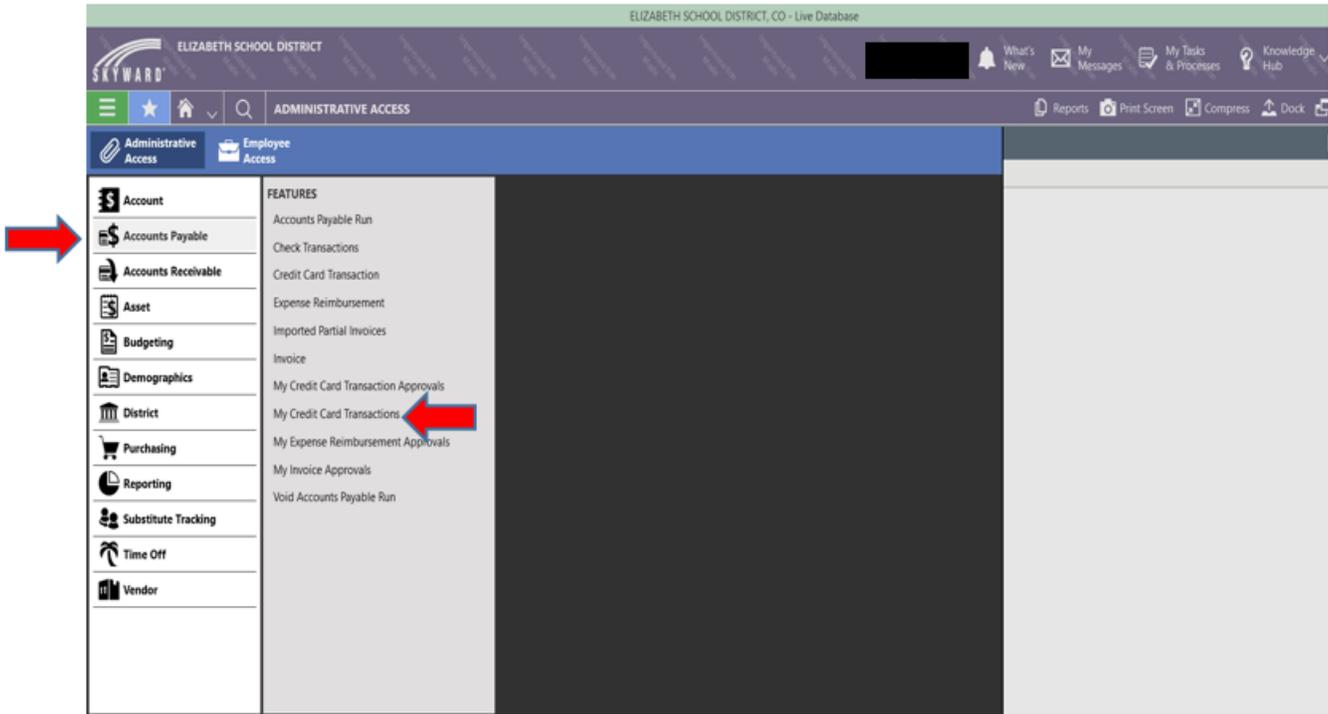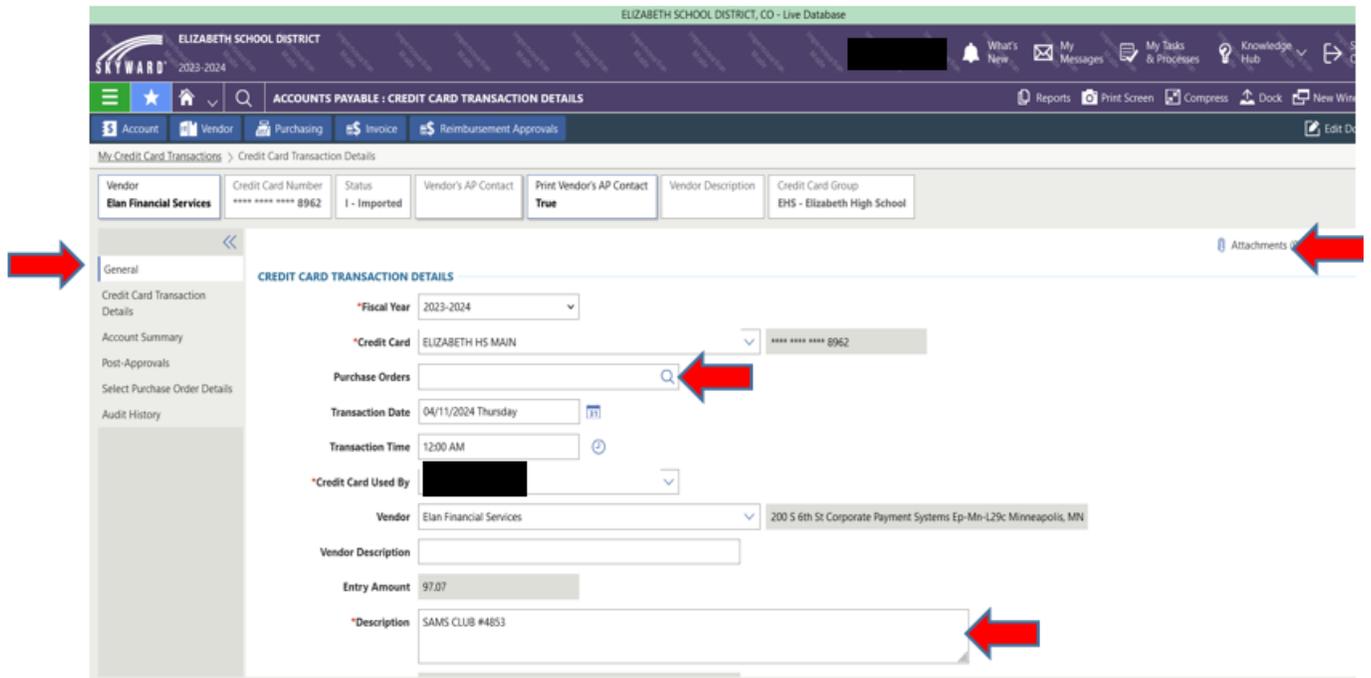# Pcard Transaction Submissions

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.

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").

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

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

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.**

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.

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