## PCARD TRANSACTION APPROVALS



Go to Accounts Payable and click on My Credit Card Transaction Approvals.

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Click on Approve/Deny

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There must be an attachment and an account code before approving. The last step is to click approve in the upper left hand corner.

Credit Card Transaction Ap Approve Credit Card Transaction	proval						⑦ Help Cent	er 🗗 New Window
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If this should be denied, be sure to enter detailed reasons and click on the deny button.