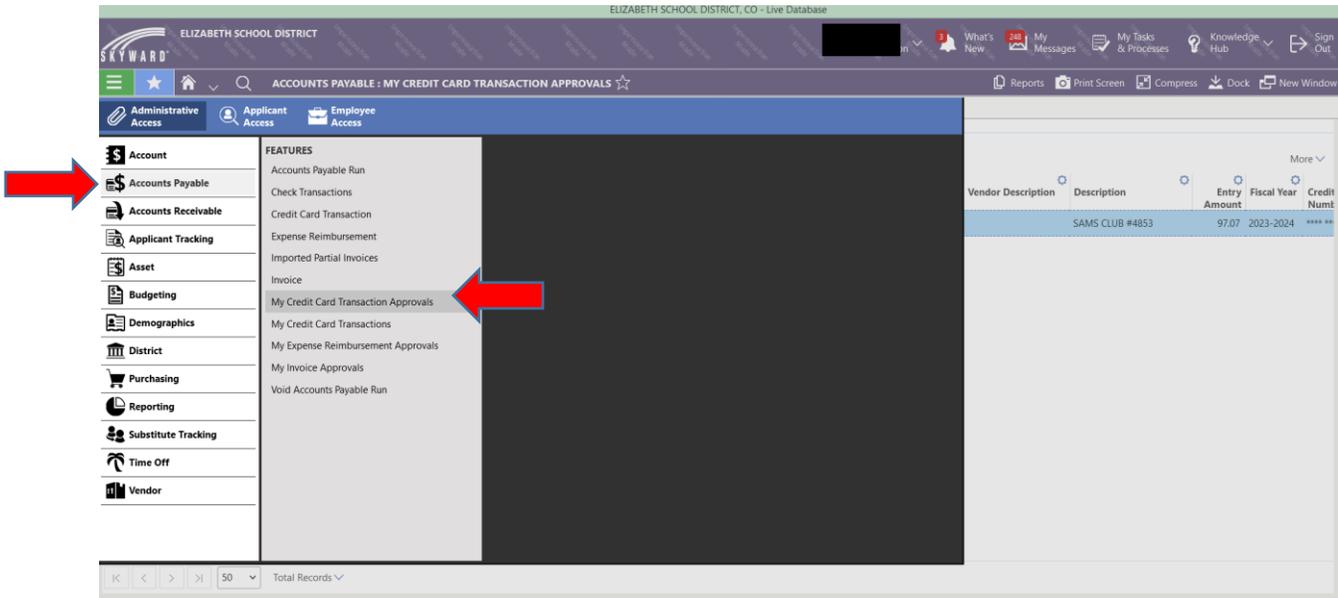
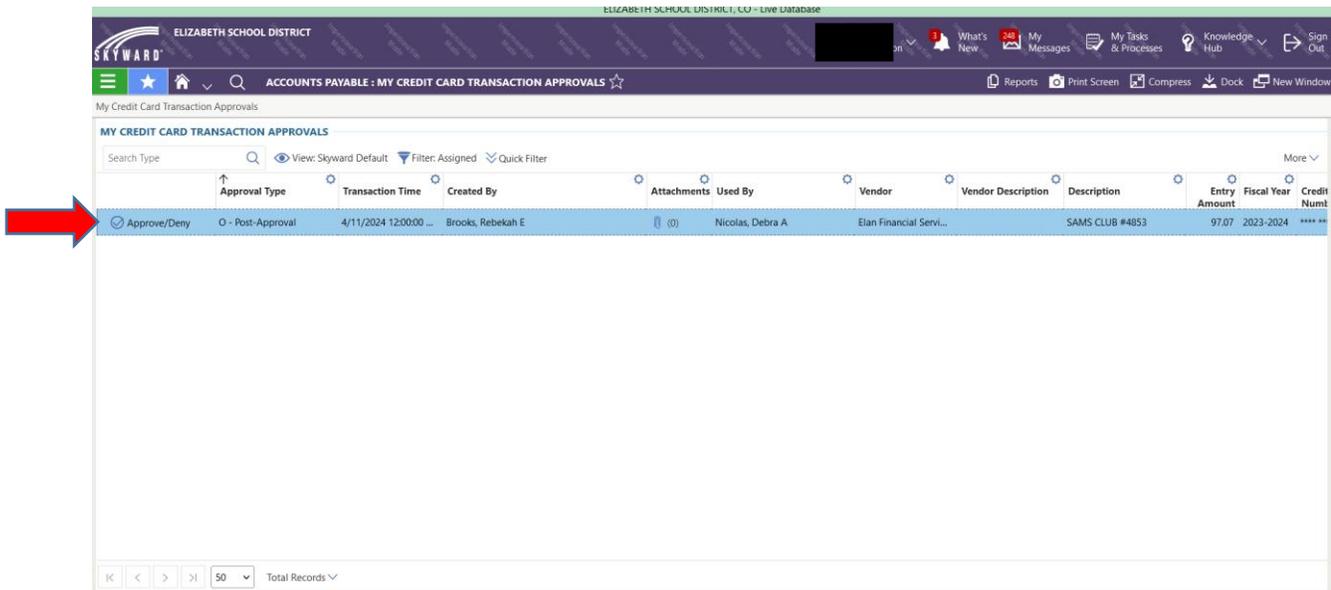


PCARD TRANSACTION APPROVALS



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



Click on Approve/Deny

Credit Card Transaction Approval
Approve Credit Card Transaction

Credit Card Group: **EHS - Elizabeth High School**
 Vendor: **Elan Financial Services**
 Vendor Description:
 Used By: **Nicolas, Debra A**
 Last Approved By:
 Approval Time:

Fiscal Year: 2023-2024

Attachments: (0)

APPROVAL/DENIAL

Approve/Deny Comments:

CREDIT CARD TRANSACTION DETAIL

Search Quantity: View: Skyward Default Filter: Skyward Default More ▾

Quantity	Unit Cost	Amount	Description
1.00000	97.07000	97.07	WHOLESALE CLUBS

ACCOUNT SUMMARY

Search Account: View: Skyward Default Filter: Skyward Default More ▾

Account	Amount by Account	Revised Budget	Encumbrance	Pending Activity	Available Funds
10 E 625 25 2510 0300 000 0000 625	97.07	0.00	0.00	97.07	-23,105.00

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 Approval
Approve Credit Card Transaction

Credit Card Group: **EHS - Elizabeth High School**
 Vendor: **Elan Financial Services**
 Vendor Description:
 Used By: **Nicolas, Debra A**
 Last Approved By:
 Approval Time:

Fiscal Year: 2023-2024

Attachments: (0)

APPROVAL/DENIAL

Approve/Deny Comments:

CREDIT CARD TRANSACTION DETAIL

Search Quantity: View: Skyward Default Filter: Skyward Default More ▾

Quantity	Unit Cost	Amount	Description
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ACCOUNT SUMMARY

Search Account: View: Skyward Default Filter: Skyward Default More ▾

Account	Amount by Account	Revised Budget	Encumbrance	Pending Activity	Available Funds
10 E 625 25 2510 0300 000 0000 625	97.07	0.00	0.00	97.07	-23,105.00

If this should be denied, be sure to enter detailed reasons and click on the deny button.