

Purchasing Card Training



Purchasing and Accounting Departments

Overview

The Jordan School District has implemented the U.S. Bank Visa Purchasing Card Program to facilitate the purchase and payment of small dollar purchases under \$5,000. The main purpose of this program is to establish a more efficient, cost-effective method of purchasing small dollar items.

The U.S. Bank Purchasing Card carries corporate, not individual liability.

Accounting will pay the monthly invoice for all purchases. You should never pay the bank. Use of the card does not impact your credit rating.

The purchasing card is a unique card. It is similar to any other Visa Credit Card, except it includes controls to ensure that the card is used for specific commodity purchases and within specific dollar limits. Improper card use will result in cancellation and disciplinary action, which could result in termination of employment.

Built-in Restrictions

- *Vendor Types: Some vendor's have been “blocked” from usage based on their Merchant Category Code (MCC).
- *Cardholder Single Purchase Limit: This limit restricts the amount of any single purchase to \$5,000 (yours may be different depending on what was on your application). It is against policy to split transactions to stay under this single purchase threshold.
- *Cardholder Monthly Spending Limit: This limit is the maximum dollar amount authorized for a cardholder within a 30-day period. Our billing cycle is from the 7th to the 6th of each month, unless the 6th is a Saturday, Sunday, or holiday.

Policies and Procedures

- * The Purchasing Card is **NOT** intended to avoid or bypass appropriate purchasing or payment procedures. See Purchasing Guidelines for limits and thresholds.
- * The card is not to be used for personal use.
- * You are responsible for the security of your card and the transactions made with it. The card is issued in your name. **The card is not to be “loaned” out for others to use** – this is VISA Bank and JSD policy.
- * Dispute any transactions that you think may fraudulent.
- * Call US Bank if your card is lost, stolen, or if you notice suspicious charges on your account.
- * Responsible to stay within budget(s).

Acceptable Card Use

- * Educational supplies
- * Subscriptions, seminars, membership dues
- * School supplies, books, teaching aids
- * Building maintenance supplies
- * Office supplies (i.e. Office Depot, Staples, Office Max)
- * Small tools
- * Postage

Unacceptable Card Use

- * **Personal use.**

- * Any item exceeding budget or card limit.
- * Any merchant or product normally considered to be inappropriate use of district funds.

- * Cash advances

- * Alcoholic beverages

- * Travel or Entertainment, this means no hotel or airfare.

- * 1099 expenditures

- * **Fixed Assets – Purchases that have a high potential for theft.**

(e.g. computers, cameras, vacuums, etc.)

- * Stock items available through district warehouses.

- * **Splitting transactions to stay under the single purchase limit.**

- * **APPs/Software/Website subscriptions that are not on the Learn Platform (see link for approved list**

<https://jordandistrict.app.learnplatform.com/new/public/tools>)



Cardholders Responsibilities

- * Sign the back of the card once received and always keep in a secure place.
- * Immediately notify U.S. Bank Customer Service (1.800.344.5696) and the **District P-Card Technician (Kris Wishart, 801-567-8708)** if your card is lost, stolen or there is fraud on you card.
- * Dispute any unauthorized purchases.
- * Complete monthly reconciliation by the 19th of each month.
- * Get required approvals.
- * Stay within budget.
- * **Keep a copy of receipts and reconciliation for audit purposes.**
- * Call Kaylei Jones, 801-567-8266 with any P-Card Reconciliation Report questions. Call Kris Wishart, 801-567-8708 with any P-Card questions.



Sample Receipts

- Good Example

WELCOME TO BEST BUY #1146
WEST JORDAN, UT 84084
(801) 260-0739
Keep your receipt!

Val #: 000133-422163-781945-407652-154086-047

1146 041 7677 10/02/12 15:25 00133545

TAX EXEMPT

9853878 AMP13US 44.99 N
WIRELESS LASER PRESENTER
4538448 AOX35A#ABA 14.99 N#
HP WIRELESS MOUSE X4000 BLACK
REG \$29.99 15.00 SALE DISC

SUBTOTAL 59.98
SALES TAX AMOUNT 0.00
TOTAL 59.98

XXXXXXXXXXXX7880 VISA 59.98
KURT A PRUSSE
APPROVAL 054541

OfficeMax®
OfficeMax #1198
7037 PLAZA CENTER DRIVE
WEST JORDAN, UT 84084
(801) 280-0073

1198 03 6956 09/25/12 01:25:49 PM

SALE

011491962197 \$8.29
Poly 7Pkt Hanging File
043100334866 \$13.79
Cambridge Zipper Padfolio
011491968625 \$8.79
Mesh Stacking Letter Tray
030918001837 \$28.99
15.6" Nylon Comp Msngr

SubTotal \$59.86
TOTAL \$59.86

VISA \$59.86
Card number: XXXXXXXXXXXX7880
Authorization 019988

Tax Exempt ID: 000201207037

For MaxAssurance Questions or
Concerns Call 1-866-805-9095

91039-00183-06220-62060-90105-00612

A good receipt displays the following things:

- An itemized list of transactions
- The vendor name
- Date and time of purchase
- Last four numbers of the p-card used
- Verification that the transaction is tax exempt (either the words "tax exempt" or the tax exempt ID)

Sample Receipts

- Be sure to print a receipt for online purchases

Order Confirmation

Thank you Kurt! Your order was processed successfully. Your order number is 20-1609357.
An e-mail will be sent to you shortly confirming your transaction.

Return to Home Page

[Confirmation Print](#)

Order Information

Order By Information

Mr Kurt A. Prusse
7905 S. Redwood Rd
West Jordan, UT 84088-4601

Billing Address

Mr Kurt A. Prusse
7905 S. Redwood Rd
West Jordan, UT 84088-4601

Shipping Information

Credit Card

Last 4 Digits: 7880

Tax Exemption Number:

11930858003etc

Order Summary

| Type | Item | Quantity | Students | Unit Price | Total Price |
|--|------|-------------------|------------|------------|-------------|
| Advanced Microsoft® Excel® on 12/14/2012 at Salt Lake City, UT | 1 | Mr. Kurt A Prusse | US \$99.00 | US \$99.00 | |
| Subtotal: | | | | US \$99.00 | |
| Tax: | | | | US \$0.00 | |
| Shipping: | | | | US \$0.00 | |
| Cart Total: | | | | US \$99.00 | |

Buyer Satisfaction Guarantee | Policies and Security | FAQ

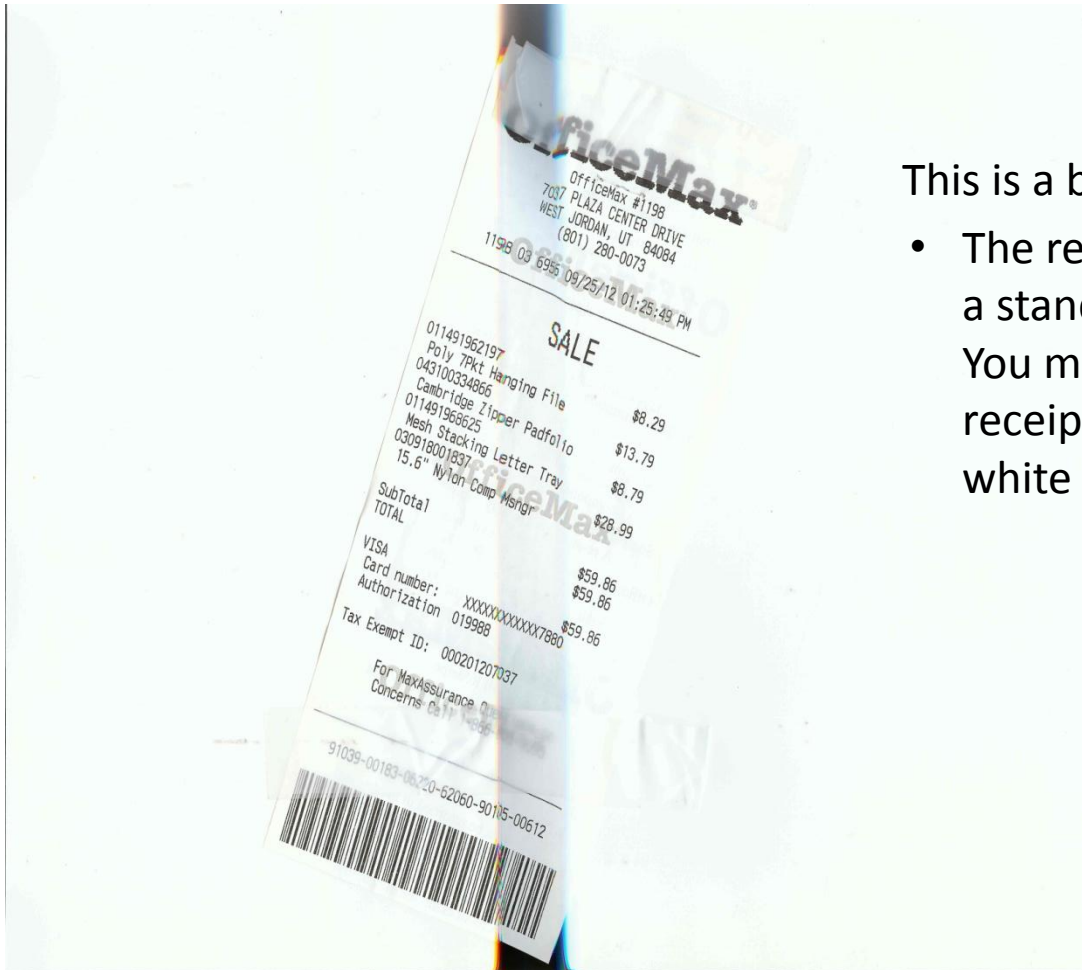
Continuous learning from pryor.com. © 1999-2012 All rights reserved.

www.pryor.com/et_SCOrderPComplete.asp?site=20&OrderID=1609357

1/1

Sample Receipts

- **Bad Example**

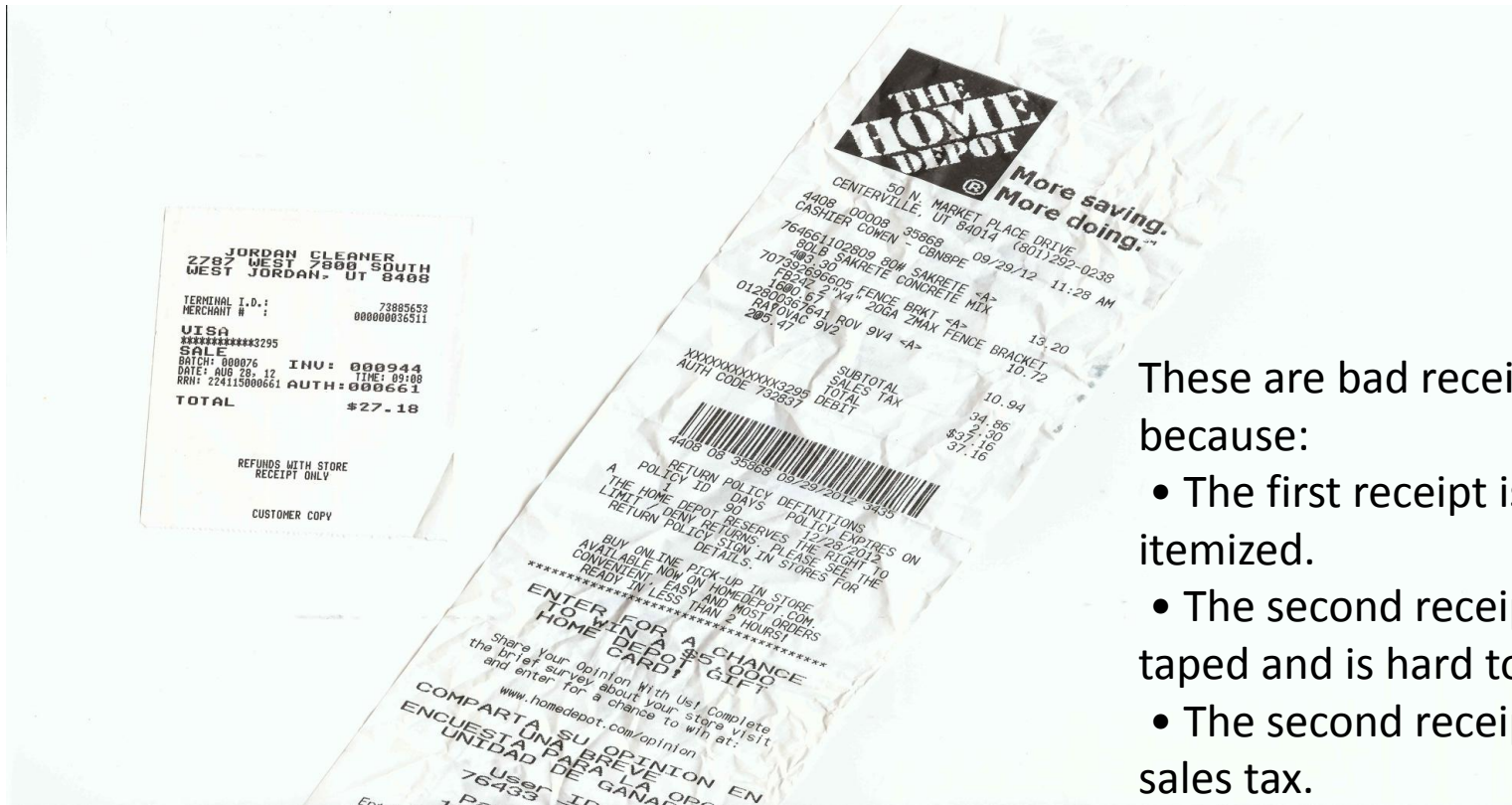


This is a bad receipt because:

- The receipt is smaller than a standard size of paper. You must tape small receipts to a standard size white piece of paper.

Sample Receipts

- Bad Example



These are bad receipts because:

- The first receipt is not itemized.
- The second receipt is not taped and is hard to read.
- The second receipt contains sales tax.

A Service Call
Ticket cannot be
used as a receipt.

 Automated
Business
Products
A RICOH Company
385 West 2880 South
Salt Lake City, Utah 84115
801-466-5600 www.abpweb.com

Customer AUXILIARY SERVICES - ACCOUNTING
Contact Name CINDIE CLAWSON
Address _____
City _____ Zip _____
Contact Phone 801-826-5341

Description: ED10 Failure Type T4

| | | |
|------------------------------|-------------------------|---------------------|
| Service Date <u>10-21-10</u> | Assist Tech _____ | Meter Readings |
| Dispatch Time <u>7:25</u> | Begin Odom _____ | Black _____ |
| Arrival Time <u>7:50</u> | End Odom _____ | Color _____ |
| Compl Time <u>8:25</u> | Total Mileage <u>16</u> | Total <u>158618</u> |

Work Performed / Reason for Incomplete:
REPLACE PAPER PATH DRIVE MOTOR

☐ Phone Support
☐ PM Performed
☒ On Site
☐ Shop

☒ Call Status
☐ Complete
☐ Incomplete
☐ Needs Parts

| Parts Used / Needed | Item Number | Item Description | Qty | Unit Price | Ext. Price |
|--|-----------------|------------------|----------|------------|------------|
| <input checked="" type="checkbox"/> Installed <input type="checkbox"/> Order | <u>FK2-0902</u> | <u>MOTOR</u> | <u>1</u> | | |
| <input type="checkbox"/> Installed <input type="checkbox"/> Order | | | | | |
| <input type="checkbox"/> Installed <input type="checkbox"/> Order | | | | | |
| <input type="checkbox"/> Installed <input type="checkbox"/> Order | | | | | |
| <input type="checkbox"/> Installed <input type="checkbox"/> Order | | | | | |
| <input type="checkbox"/> Installed <input type="checkbox"/> Order | | | | | |
| <input type="checkbox"/> Installed <input type="checkbox"/> Order | | | | | |
| <input type="checkbox"/> Installed <input type="checkbox"/> Order | | | | | |
| <input type="checkbox"/> Installed <input type="checkbox"/> Order | | | | | |
| <input type="checkbox"/> Installed <input type="checkbox"/> Order | | | | | |
| <input type="checkbox"/> Installed <input type="checkbox"/> Order | | | | | |

Automated Business Products (ABP) warrants all labor as described in the "work performed" area, for a period of five working days. ABP will also warranty all parts excluding consumables, which includes drums, fuser rollers, toner and developer, for a period of thirty working days.

Customer agrees that Automated Business Products (ABP) will have the first right of repossession on any Terms: parts or supplies placed in the copier if payment is not met. Customer further agrees to pay all collection costs and attorney's fees until balance is paid in full.

| | |
|------------------|----------------|
| Parts / Supplies | |
| Trip Charge | |
| Labor | <u>2.0 HRS</u> |
| Sub Total | |
| Tax | |
| Total | |

Technician Signature [Signature]
Customer Signature Patti Melly

☒ Did you know we service and sell supplies for HP Laser Jet printers?

How to activate card

- Call the number located on the sticker
- Listen to prompts carefully, but should be as follows:
 - Enter Card Number
 - Enter Zip Code of your school or department
 - Press 1
 - Enter Last 4 Digits of your Social Security Number
 - Enter your work phone number – the one you listed on your application
 - Press 1
- Your card is now activated!



Register Your P-Card Online

<https://access.usbank.com>

Instructions:

- Click “Register Online”
- Enter Organization Short Name “jsd” (you will use this each time you log in).
- Account Number = Your card number
- Enter Account Expiration Date from your card
- Click “Register This Account”
- Accept Terms and Conditions
- Create a unique username and password (alphanumeric, no spaces)
- Complete personal information and security questions

Monthly Reconciliation Process

- From a web browser, go to <https://access.usbank.com>. Enter the Organization Short Name as **jsd**. Enter your **user id** and **password**, and select **login**.

The screenshot shows the U.S. Bank Access Online login interface. At the top, there is a header with "U.S. Bank Access® Online" on the left and "Our Payment Products" on the right. Below the header is the "usbank." logo. To the right of the logo, it says "Welcome to Access Online!". On the left side, there is a vertical menu with "Contact Us" and "Login". The main content area prompts the user to "Please enter the information below and login to begin." and includes three input fields: "Organization Short Name:" (with a blue border around the input box), "User ID:", and "Password:". Below these fields is a blue "Login" button. There are also links for "Forgot your password?", "Register Online", and "Website/Browser Requirements". At the bottom, there is a footer with the slogan "All of us serving you™", the copyright notice "© 2013 U.S. Bancorp", and technical details "R041.00b38.0 col 9 01-04-2013 10:17:59 CST".

U.S. Bank Access® Online

Our Payment Products

usbank. Welcome to Access Online!

Contact Us
Login

Please enter the information below and login to begin.

Organization Short Name:

User ID:

Password:

Login

[Forgot your password?](#)

[Register Online](#)

[Website/Browser Requirements](#)


All of **us** serving you™

© 2013 U.S. Bancorp R041.00b38.0 col 9 01-04-2013 10:17:59 CST

The following screen will appear. Select **Transaction Management**.

U.S. Bank Access® Online Jordan School District

Our Payment Products [Logout](#)

**Message(s) from Access Online**

Welcome to Access Online! Stretch your program limits and streamline payment processes with Access Online, our innovative program management and reporting tool. This web-enabled tool offers a feature-rich platform that can be easily configured and deployed to meet your unique needs. Access your payment solutions anytime, anywhere with Access Online.

.....

Bienvenue sur Access Online! Repoussez les limites de votre programme et simplifiez les processus de paiement avec Access Online, notre outil novateur d'établissement de rapports et de gestion de programme. Cet outil Internet offre une plate-forme riche en fonctionnalités qui peut être aisément configurée et déployée pour répondre à vos besoins particuliers. Accédez à vos solutions de paiement en tout temps, où que vous soyez, avec Access Online.

.....

Message(s) from U.S. Bank

.....

As of January 1, 2013, the QST will be calculated directly on the selling price, not including the GST. The QST will increase from the current rate of 9.5% to 9.975%. If you have questions, please contact our Canadian Access Online Helpdesk at 877-332-7461.

.....

À compter du 1er janvier 2013, la TVQ sera calculée directement sur le prix de vente, sans inclure la TPS. La TVQ passera de son taux actuel de 9,5 % à 9,975 %. Si vous avez des questions, veuillez contacter notre bureau d'assistance en ligne Canadian Access au 877-332-7461.


.....

Language Selection:
[American English](#)

Account Activity
Select an Account
One card
*****7368
DEBBIE OLDHAM

Transaction Management
Account Information
Reporting
My Personal Information

Home
Contact Us
Training

All of  serving you™

© 2013 U.S. Bancorp R041.00b38.0 col 9 01-04-2013 09:35:48 CST

U.S. Bank Access® Online

usbank. Transaction Management

Transaction Management

- Transaction List

Account Information

Reporting

My Personal Information

Home

Contact Us

Training

[Transaction List](#)
View, review, allocate/reallocate and add comments to transaction information.

[View Previous Cycle](#)
Presents the Transaction list for the previous cycle.

[View Pending Transactions](#)
Presents the pending transactions list.

All of **us** serving you™

© 2013 U.S. Bancorp


- Select **Transaction List** to go between previous cycle transactions and open current cycle transactions.
- Select **View Previous Cycle** to work with transactions purchased before the 6th (or end date) of the last month.
- Select **View Pending Transactions** to work with transactions in the current billing cycle. There is a drop down menu on the next page, so you can toggle between cycles no matter which of the two options below you choose.

Once within a transaction list you can select different **billing cycle close dates** here. However, after the 20th of each month, the ability to change data for the latest billing cycle is removed. You can view previous months but not change the data.

U.S. Bank Access® Online

Jordan School District

Our Payment Products Logout



Transaction Management

- Transaction List

Account Information

Reporting

My Personal Information

Home

Contact Us

Training

Transaction Management


Card Account Summary with Transaction List

Card Account Number: *****

Card Account ID:

» Trans List

[−] Card Account Summary

Account Number: 

Account Name:

Billing Cycle Close Date:

All


All

Open

12/06/2012

11/06/2012

Open Account



Search

Print Account Activity

[+] Search Criteria

[Return to top](#)

[−] Transaction List

[Return to top](#)

Records 1 - 11 of 11

Check All Shown | Uncheck All Shown

July 2021

Purchasing and Accounting Departments

On the far right of each transaction is the **default accounting code** assigned to you. You can either select each transaction individually or choose **Check All Shown** to do all transactions at once. Each transaction must be selected, either individually or collectively, in order to enter a description of what was purchased even if the default account code is correct. You can also change the accounting code at this time as well.

U.S. Bank Access® Online Jordan School District
Our Payment Products Logout

usbank Transaction Management
Card Account Summary with Transaction List

Transaction Management
Transaction List
Account Information
Reporting
My Personal Information

Home
Contact Us
Training

Card Account Number:
Card Account ID: 4122900000000000
Trans List

[-] Card Account Summary

Account Number:
Account Name:
Billing Cycle Close Date:

[+] Search Criteria [Return to top](#)

[-] Transaction List [Return to top](#)


Records 1 - 7 of 7


| Select | Status | Approval Status | Trans Date | Posting Date | Merchant | City/State | Amount | Detail | Purchase ID | Comment | Accounting Code |
|--------------------------|--------|-----------------|------------|--------------|--------------------------|-------------------|------------|--------|------------------------|---------|-------------------|
| <input type="checkbox"/> | | Pending | 01/02 | 01/03 | GODADDY.COM | 480-5058855, AZ | \$240.52 | II | 491536016 | | 10E08094002890610 |
| <input type="checkbox"/> | | Pending | 12/20 | 12/21 | LAVENDER HILL | 914-771-4001, NY | \$495.00 | II | 01550003 | | 10E08094002890610 |
| <input type="checkbox"/> | | Pending | 12/12 | 12/14 | DRUIDE INFORMATIQUE INC. | MONTREAL, QC | \$1,230.00 | II | | | 10E08094002890610 |
| <input type="checkbox"/> | | Pending | 12/12 | 12/12 | AMAZON.COM | AMZN.COM/BILL, WA | \$189.75 | II | 111-4427880-31170 | | 10E08094002890610 |
| <input type="checkbox"/> | | Pending | 12/06 | 12/10 | HP HOME STORE | 888-999-4747, CA | \$19.65 | III | H124984111-1 | | 10E08094002890610 |
| <input type="checkbox"/> | | Pending | 12/06 | 12/07 | DICE CAREER SOLUTIONS | 888-321-DICE, IA | \$1,155.00 | II | 908081 | | 10E08094002890610 |
| <input type="checkbox"/> | | Pending | 12/06 | 12/07 | DOUBLERADIUS INC | 7049276082, NC | \$60.26 | II | VSJOA127CFAF7049276082 | | 10E08094002890610 |


☐ Disputed ☒ Reallocated ☐ II ☐ III Trans Detail Level
[Check All Shown](#) | [Uncheck All Shown](#)

Records 1 - 7 of 7

Once you have selected the transaction(s) you want to reallocate. Select **Reallocate** to change account codes and enter descriptions of what was purchased on each transaction.

 Access[®] Online

 Chat With Us

 Log Out

Request Status Queue

Active Work Queue

System Administration

Account Administration

Transaction Management

Transaction List

Account Information

Reporting

Data Exchange

My Personal Information

Transaction Management

Card Account Summary with Transaction List

Card Account Number: [Switch Accounts](#)

[Trans List](#)

Home

Email Center

Contact Us


Training

[-] Card Account Summary

Account Number:

Account Name:

Billing Cycle Close Date: [Search](#) [Print Account Activity](#)

 Open Account

[+] Search Criteria











[Return to top](#)





[-] Transaction List

[Return to top](#)

Records 1 - 3 of 3

[Check All Shown](#) | [Uncheck All Shown](#)

| Select | Status | Approval Status | Trans Date | Posting Date | Merchant | City/State | Amount | Detail | Trans Unique ID | Purchase ID | Comments | Accounting Code |
|-------------------------------------|---|-----------------|------------|--------------|---------------------------|-------------------|---------|---|---------------------------------|-------------------|---|--|
| <input checked="" type="checkbox"/> |  | Pending | 03/13 | 03/15 | IDU*INSIGHT PUBLIC SEC | 800-INSIGHT, AZ | \$59.92 |  | 03757472182666092021-03-1500001 | 03112021 |   | 10 E 087 9850 2590 650 |
| <input checked="" type="checkbox"/> | | Pending | 03/10 | 03/10 | AMAZON.COM*JQ5S15UD3 AMZN | AMZN.COM/BILL, WA | \$18.99 |  | 03757472182666092021-03-1000002 | MONITOR STAND FOR |   | 10 E 087 9850 2590 610 |
| <input checked="" type="checkbox"/> | | Pending | 03/08 | 03/10 | OFFICE DEPOT #1080 | 800-463-3768, CO | \$12.89 |  | 03757472182666092021-03-1000001 | 160013206001 |   | 10 E 087 9850 2590 610 |

 Disputed  Reallocated  Trans Detail Level  Reallocation Locked

[Check All Shown](#) | [Uncheck All Shown](#)

Records 1 - 3 of 3

[Reallocate](#) [Mass Reallocate](#) [Approve](#) [Pull Back](#)

Change account codes as necessary and enter descriptions of what was purchased on each transaction. **Accounting codes should be entered into each corresponding box** and descriptions should be as complete as possible to avoid questions about what was purchased. Once all account codes and descriptions are entered, select **Save Allocations**. (This page has been split in half for explanation purposes – the description will be to the right of the accounting codes when you reconcile your transactions.)

Reallocate transactions by changing the accounting information to allocate the amount to a different cost center. To allocate to additional accounting codes, click the "Add Alloc" link.

After modifying the allocations, click the "Save Allocations" button to save changes. Exclude transactions from the save by selecting "Remove Transaction(s)" checkboxes and optionally clicking the "Remove Transaction(s)" button.

* = required

| Remove Trans | Trans Date | Merchant | Amount | Alloc % | Prepopulated Accounting Code Selection | Change To: |
|--------------------------|------------|------------------------|----------|---------------------------|--|--------------------------|
| <input type="checkbox"/> | 04/24/2021 | WWW COSTCO COM | \$214.48 | Add Alloc | | --Change Current Value-- |
| <input type="checkbox"/> | 04/22/2021 | OFFICE DEPOT #1079 | \$15.99 | Add Alloc | | --Change Current Value-- |
| <input type="checkbox"/> | 04/14/2021 | FRANZ BAKERY - DUNFORD | \$10.08 | Add Alloc | | --Change Current Value-- |
| <input type="checkbox"/> | 04/13/2021 | WAL-MART #3232 | \$22.34 | Add Alloc | | --Change Current Value-- |
| <input type="checkbox"/> | 04/05/2021 | OFFICE DEPOT #1080 | \$6.38 | Add Alloc | | --Change Current Value-- |

Q Search

[<< Back to Transaction List](#)

| Accounting Code - Segment Name (Length) | | | | | | | | | | | |
|---|---|----------|---|--------------|---|-------------|---|--------------|--|------------|---|
| FUND (4) | | TYPE (1) | | LOCATION (3) | | PROGRAM (4) | | FUNCTION (4) | | OBJECT (3) | |
| 10 | * | E | * | 087 | * | 9850 | * | 2590 | | 610 | q |
| 10 | * | E | * | 087 | * | 9850 | * | 2590 | | 610 | q |
| 10 | * | E | * | 087 | * | 9850 | * | 2590 | | 610 | q |
| 10 | * | E | * | 087 | * | 9850 | * | 2590 | | 610 | q |
| 10 | * | E | * | 087 | * | 9850 | * | 2590 | | 610 | q |

| DESCRIPTION (100) | Favorite | Allocation So |
|-------------------|---------------------------------|---------------|
| | Add as Favorite | User |
| | Add as Favorite | User |
| | Add as Favorite | User |
| | Add as Favorite | User |
| | Add as Favorite | User |

The screen will show “Request has been successfully completed.” The Transaction List will remove all spaces in the account code and the description to save space. If everything appears correct, select **Print Account Activity**.

U.S. Bank Access® Online

Jordan School District

Our Payment Products Logout

usbank Transaction Management

Card Account Summary with Transaction List

Card Account Number: *****7368, DEBBIE OLDHAM
Card Account ID: 412266000380

Trans List

Request has been successfully completed.

[-] Card Account Summary

Account Number: 0
Account Name:

Billing Cycle Close Date: Open Search **Print Account Activity**

0 Open Account

[+] Search Criteria [Return to top](#)

[-] Transaction List [Return to top](#)

Records 1 - 7 of 7

[Check All Shown](#) | [Uncheck All Shown](#)

| Select | Status | Approval Status | Trans Date | Posting Date | Merchant | City/State | Amount | Detail | Purchase ID | Comments | Accounting Code |
|--------------------------|-------------------------------------|-----------------|------------|--------------|--------------------------|-------------------|------------|-------------------------------------|------------------------|----------|--|
| <input type="checkbox"/> | P | Pending | 01/02 | 01/03 | GODADDY.COM | 480-5058855, AZ | \$240.52 | B | 491536016 | | 10E08094002890610 JordanDistrictDomainName3yearPurchase |
| <input type="checkbox"/> | P | Pending | 12/20 | 12/21 | LAVENDER HILL | 914-771-4001, NY | \$495.00 | B | 01550003 | | 10E13658171090670 ObserverTabOnlineSoftware-MajesticElemCSIPTech2012-13Purch |
| <input type="checkbox"/> | P | Pending | 12/12 | 12/14 | DRUIDE INFORMATIQUE INC. | MONTREAL, QC | \$1,230.00 | B | | | 10E13658171090670 TypingPalOnlineSoftware-HerimanElemCSIPTech2012-13Purch |
| <input type="checkbox"/> | P | Pending | 12/12 | 12/12 | AMAZON.COM | AMZN.COM/BILL, WA | \$189.75 | B | 111-4427880-31170 | | 10E08094002890610 HDMtoVGwithAudioSupport-KanexATVPro-InstructionalSupport |
| <input type="checkbox"/> | P | Pending | 12/06 | 12/10 | HP HOME STORE | 888-999-4747, CA | \$19.65 | B | H124984111-1 | | 10E08094002890610 HP14"PortableComputerSleeve-MH |
| <input type="checkbox"/> | P | Pending | 12/06 | 12/07 | DICE CAREER SOLUTIONS | 888-321-DICE, IA | \$1,155.00 | B | 908081 | | 10E08094002890610 ClassifiedJobsPostingsforTechnologyDepartment |
| <input type="checkbox"/> | P | Pending | 12/06 | 12/07 | DOUBLERADIUS INC | 7049276082, NC | \$60.26 | B | VSJQA127CFAF7049276082 | | 10E08094002890610 CableConnectorsforUBNTRockets-RonBird-Networking |

D Disputed A Reallocated U, B Trans Detail Level

[Check All Shown](#) | [Uncheck All Shown](#)

Records 1 - 7 of 7

Reallocate Mass Reallocate Approve Pull Back

Print, get all signatures, and submit this report with original receipts to Accounting by the 19th of each month. Please submit as early as possible so Accounting does not get overwhelmed on the 19th. Remember that the system does not allow data changes after the 20th.



Cardholder Activity

Name: | Account Number: | Cycle End Date: 04/06/2021

Be sure the Cycle End Date has an actual date and does not say open.

| Trans Date Posting Date | Merchant Name City, State/Prov. | Transaction Total Allocation Amount | Source Currency Accounting Code | Currency Amount |
|----------------------------|--|--|--|-----------------|
| 03/08/2021 03/10/2021 | OFFICE DEPOT #1080 800-463-3768, CO | \$12.89 \$12.89 | USD 10 E 087 9850 2590 610 Pens & Highlighter: | 12.89 |
| 03/10/2021 03/10/2021 | AMAZON.COM*JQ5S1 5UD3 AMZN AMZN.COM/BILL, WA | \$18.99 \$18.99 | USD 10 E 087 9850 2590 610 Monitor stand i | 18.99 |
| 03/13/2021 03/15/2021 | IDU*INSIGHT PUBLIC SEC 800-INSIGHT, AZ | \$59.92 \$59.92 | USD 10 E 087 9850 2590 650 SEAGATE EXPANSION HARD DRIVE 2TB | 59.92 |

Double check for correct account codes and a transaction description.

Activity Totals
\$91.80

Purchases
\$91.80

Payments
\$0.00

Cardholder Name: _____ Signature: _____

Supervisor Name: _____ Signature: _____

Summary

The Purchasing Card is designed to be simple and easy to use, providing you with the materials needed to perform your job more quickly and efficiently. However appropriate controls must be maintained to ensure the ongoing success of the program.



Random audits will be conducted for appropriate card activity.

As we continue to improve the way we conduct business, your feedback is important!

Thank you!

