Submitting your PCard voucher

- Budget errors in red indicate insufficient budget at the SmartKey level. Users will not be able to submit a voucher with budget errors. Budget must be transferred or a different SmartKey used.
- Vendors have already been paid on PCard vouchers. Total invoice amount is grayed out and is not editable. Contact vendors directly if there is a problem with a charge.
- Minimize journal vouchers by editing SmartKey/Accounts prior to submitting your voucher. If you don't have security access to a SmartKey, email your fiscal manager or pcard@wesleyan.edu with your reallocation request prior to submitting your voucher.
- A valid itemized receipt from the vendor must be attached to support all charges on the voucher. A valid receipt includes vendor name, date of transaction, location, amount, and list of items purchased.
- Organize and attach receipts in the order charges appear on the voucher to facilitate voucher approval.
- Include a clear description of business purpose for all charges or group of related charges in the "More Info (254)" field on the voucher. For travel related charges, include dates of travel, destination, and purpose of travel or attach a related itinerary.
- Reconciled PCard vouchers are due within 30 days after the University's billing cycle ending on the 20th of each month. Noncompliance may result in the suspension and/or permanent cancellation of your card.
- If activity did not post during a given billing cycle, a voucher is not created and no reconciliation is due.

PCards In Workflow

- You can add an attachment and/or a new comment to a voucher at any time in workflow.
- To edit a SmartKey/Account after submitting a voucher, contact pending approver and request voucher be denied. Once denied, edit SmartKey/Account, re-budget check, and resubmit.
- Review workflow prior to submitting your voucher. All PCard vouchers require cardholder review and supervisor approval. Ad hoc if necessary.
- If submitting on behalf of a cardholder, be sure to insert the cardholder as an approver to workflow if they don't already appear in workflow.
- Cardholders who are also SmartKey approvers may need to insert an appropriate approver to workflow. Cardholders cannot approve their own PCard vouchers. Contact pcard@wesleyan.edu if you are uncertain of who should approve your voucher.
- Insert approver to the first line of workflow. Approval will apply to all applicable lines.

Credit Limit Increase Requests

- Email credit limit increase requests to pcard@wesleyan.edu with a cc to your supervisor and fiscal manager. Credit limit increase requests should include overall limit amount, single transaction limit, effective dates (per billing cycle), and purpose of increase.
- Credit limits refresh at midnight on the 20th of each month. If the 20th falls on a Saturday or Sunday, credit limits refresh at midnight on the prior Friday.

PO's & PCards

- If paying a PO by PCard, be sure to check the "Use Procurement Card" box on the PO.
- When the charge hits your account in WFS<Purchasing, tie the PO to the charge before that months' PCard vouchers are created. This process will relieve the original encumbrance. Failure to do so will result in a duplicate charge to your budget.

Additional PCard Information

- Email PCard questions to pcard@wesleyan.edu.
- Contact JPMorgan's 24 hours customer service number on the back your card 1-800-316-6056 with questions regarding your credit card (credit limit inquiries, declines, etc.).
- Find instructions on reconciling & processing your PCard voucher on the Wesleyan Financial System blog at http://wfs.blogs.wesleyan.edu/.
- PCard charges are subject to the University's "Travel and Other Expense Policy" which can be found on the Finance website at: http://www.wesleyan.edu/finance/financeDept/accounts/travel_and_other_exp_policy.htt

Below are screen capture tips on:

1. Searching for your PCard voucher in WFS
2. Attaching receipts and supporting documentation
3. Providing business purpose
4. Inserting an approver in workflow

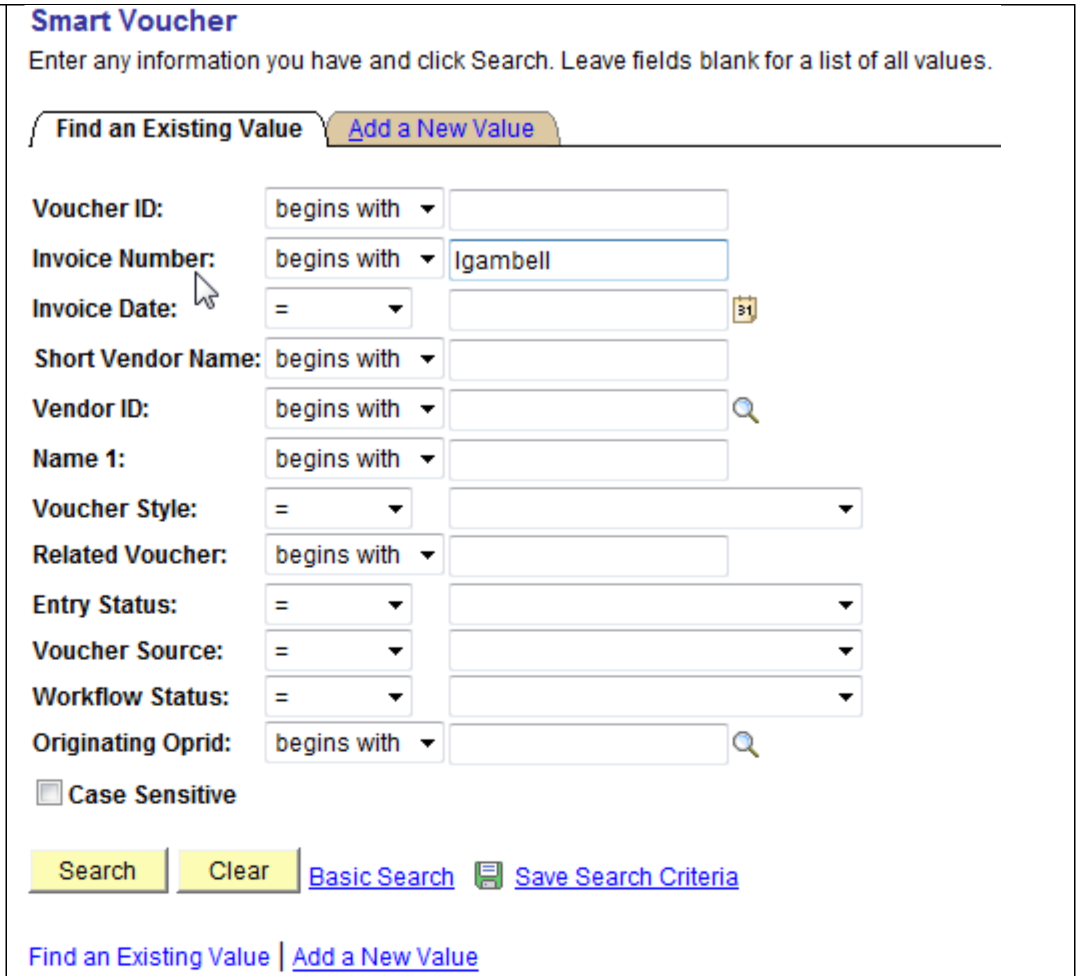
Steps/Instructions	**Screen Capture**
SEARCHING FOR YOUR PCARD VOUCHER IN WFS Search Options: Invoice Number- Enter *USERID* Invoice Number- Click drop down arrow and	

select *contains.*
Enter *cardholder's last name*

Voucher ID-
Click drop down arrow and select *contains*.
Enter last 5-6 non-zero digits

Invoice Date-
Select bill date indicated on your email notification (use in addition to another search option)

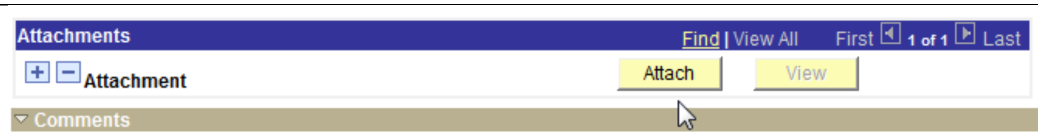
*Note, if no activity occurred during the billing cycle, a voucher is not created.

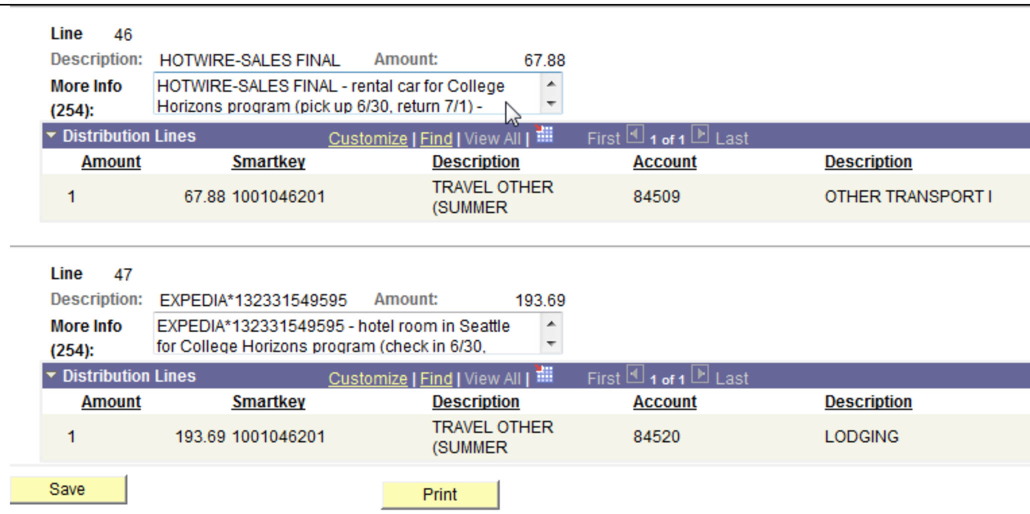
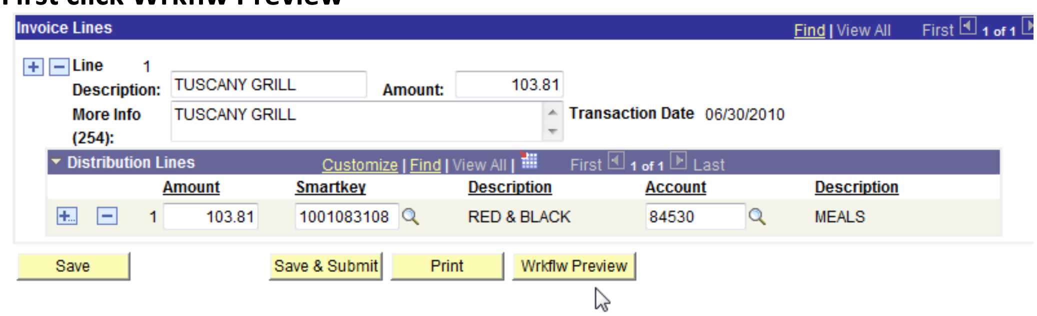
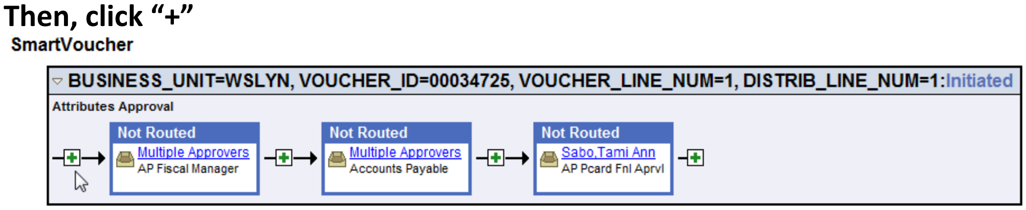


ATTACHING RECEIPTS AND SUPPORTING DOCUMENTATION

Organize and attach ***itemized*** receipt(s) in the order charges appear on the voucher.

A single attachment with all receipts numbered and organized in the order of charges listed on the voucher is optimal.



An attachment may be added to a voucher at any time other than when the voucher appears in your approval inbox.	
PROVIDING BUSINESS PURPOSE (Required) Include description of business purpose in the "More Info (254)" if not provided on the receipt. Travel expenses – include dates of travel, destination, and purpose or attach itinerary.	
INSERTING AN APPROVER IN WORKFLOW When submitting a voucher on behalf of a cardholder, insert the cardholder as an approver to the first distribution line in workflow to document cardholder review. All PCard vouchers require SmartKey approval. SmartKey approvers/cardholders must add an approver to the first distribution line in workfklow. A cardholder cannot approve his/her own PCard voucher. Ad hoc must be completed	**First click Wrkflw Preview**  **Then, click "+"** 

right before submitting the voucher.	
	Select the user and insert as an approver