

# FINANCE 101

## PROCUREMENT CARD PROGRAM

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CONTRACTS, PROCUREMENT & RISK MANAGEMENT

KARINA CRUZ



# Agenda

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November 2017

General information

Reconciliation Process

Prohibited items

Access Online

Holiday Schedule

Q & A

# General Information

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Low dollar transactions

Cardholder & Approving official responsibility

No personal liability linked to accounts

# Online Reconciliation

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Edit Description section

Check appropriate boxes

Verify accounting strings

Upload receipts and backup information

# Prohibited Items

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Alcoholic beverages

Personal purchases

Furniture

Services

Gifts

Printers

Travel

Shipping to an address not associated to CI

High dollar items

Prime Membership

For the complete list please refer to Pcard Handbook




# U.S Bank Access Online

Online Access

View your limits

View your transactions



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[Contact Us](#)  
[Login](#)

## Online Registration

### Add Accounts

To join Access Online, you will need a minimum of one valid account number. "Register This Account" will validate a single account. "Additional Account" will allow multiple accounts to be included in the registration process.

\* = required

**Organization Short Name: \***

**Account Number: \***

**Account Expiration Date:**  
**Month \***  **Year \***

# Holiday Schedule

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## November 2017

Online Reconciliation Closes November 20

Reports are due November 27

## December 2017

Reconciliation Closes December 15

Reports are due December 20

# Q & A

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*Thank You*

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