

IMAGING PCARD DOCUMENTATION

USNH Financial Services - FAST

PROCESS METHODOLOGY

Current process provides a full listing of all purchases processed each month for each cardholder each Account Manager is responsible for. The list is automatically generated and distributed via email at the close of each month (as of the last day of each month). The same document is distributed to both the Account Manager and the Business Manager. The listings are provided in a manner to support each cardholder's activity on a separate page or pages so that each list can act as a lead sheet, or check-off sheet. Examples of a current document are in the appendices.

The Account Manager is currently required to attach appropriate supporting documentation for each purchase to the listing provided for each of their cardholders. Any transaction on the list provides a reminder for the Account Manager.

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APPENDICES

SAMPLE OF CURRENT BUSINESS MANAGER LISTING

Subject: Monthly PCard Statement (05/01/2002-05/31/2002)
 Date: Mon, 3 Jun 2002 08:46:54 -0400
 From: BANNER Finance Production <BANNER.Finance.Prod@unh.edu>
 To: Chris Gagne <cgagne@mail.plymouth.edu>

Business Manager: Christine M Gagne
 cgagne@mail.plymouth.edu
 #####
 Account Manager: Darlene E Brill
 Email: dbrill@mail.plymouth.edu
 #####
 =====
 Credit Card No: *****302341
 Cardholder Name: Darlene E Brill
 =====

Invoice Date	Bank Date	Sweep Date	Transaction Amount	+Charge/ -Credit
4/30/2002	5/3/2002	5/14/2002	27.60	+
S0044202	BOISE OFFICE IN#049592			
1	6U0000 PSDSP1 711000 050		27.60	
5/13/2002	5/15/2002	5/23/2002	15.75	+
S0047779	BOISE OFFICE IN#338460			
1	6U0000 PSDSP1 711000 050		15.75	

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SAMPLE OF WEEKLY IMAGING LISTING

Subject: Weekly PCard Imaging List (02/18/2008-02/24/2008)
Date: Mon 2/25/2008 9:27 AM
From: Banner Finance Production
To: Chick, Judy

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=====
Credit Card No: *****776396 (02/18/2008-02/24/2008)
Cardholder Name: Boothe, Tara N.
=====
Invoice Date      Bank Date      Sweep Date
Invoice Num      Vendor Name      Transaction +Charge/
```


	Calendar month		
Number of days	January	February	