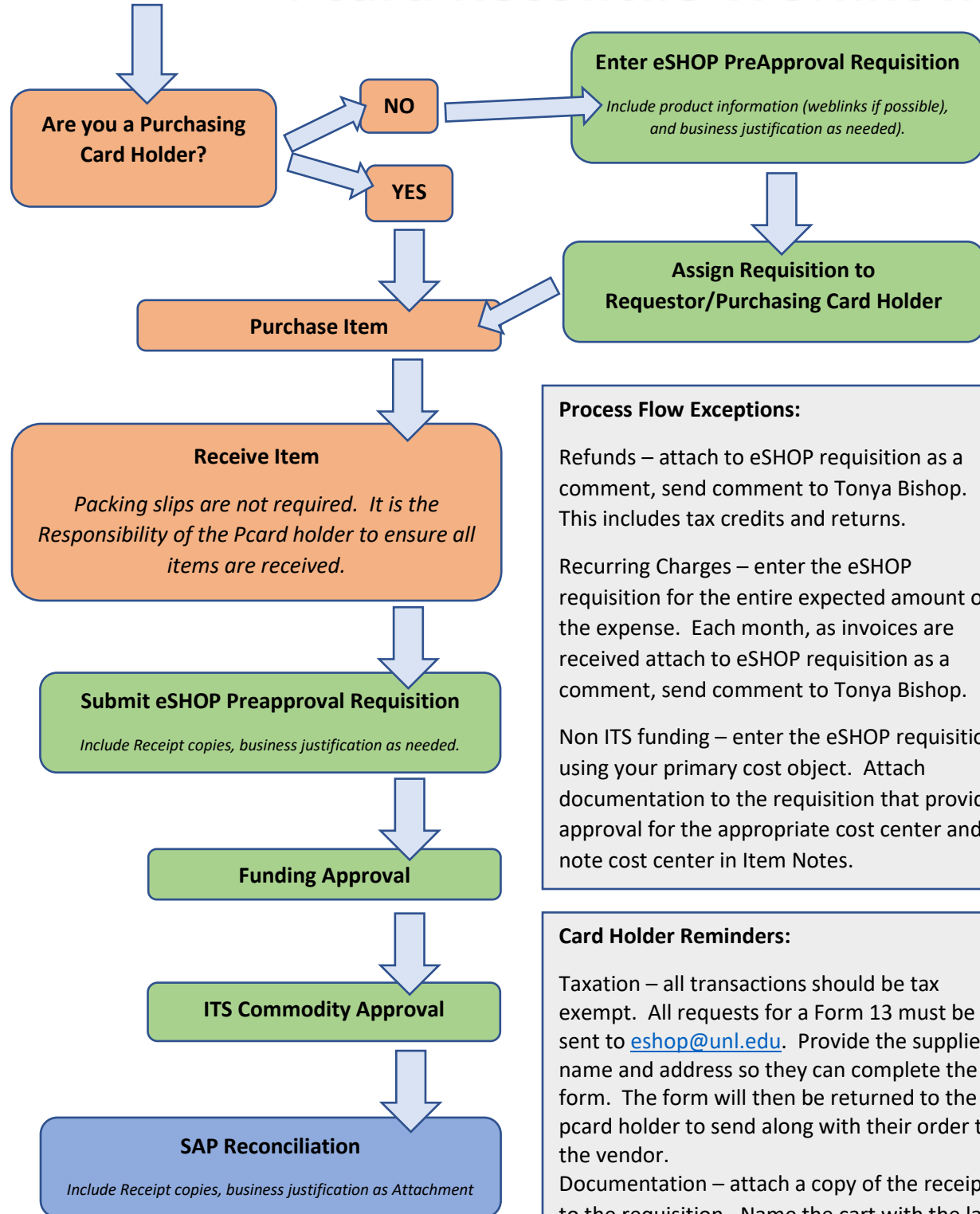


Pcard Reconcile Workflow



Process Flow Exceptions:

Refunds – attach to eSHOP requisition as a comment, send comment to Tonya Bishop. This includes tax credits and returns.

Recurring Charges – enter the eSHOP requisition for the entire expected amount of the expense. Each month, as invoices are received attach to eSHOP requisition as a comment, send comment to Tonya Bishop.

Non ITS funding – enter the eSHOP requisition using your primary cost object. Attach documentation to the requisition that provides approval for the appropriate cost center and note cost center in Item Notes.

Card Holder Reminders:

Taxation – all transactions should be tax exempt. All requests for a Form 13 must be sent to eshop@unl.edu. Provide the supplier name and address so they can complete the form. The form will then be returned to the pcard holder to send along with their order to the vendor.

Documentation – attach a copy of the receipt to the requisition. Name the cart with the last four digits of your card, the vendor name and transaction dollar amount Ex – 6000 Walmart \$1.99. Include your UDC code.