

How to Name your Pcard Report and Basic Information

Report Name – Cardholder Last Name, First Initial, Cycle Month and Year, Start and End Dates (MM/DD/YY) of transaction in your report.

Report Type – Procurement Card

Start Date / End Date – Time period for submission (should be submitted weekly and reflect transaction posting dates).

Chart – E

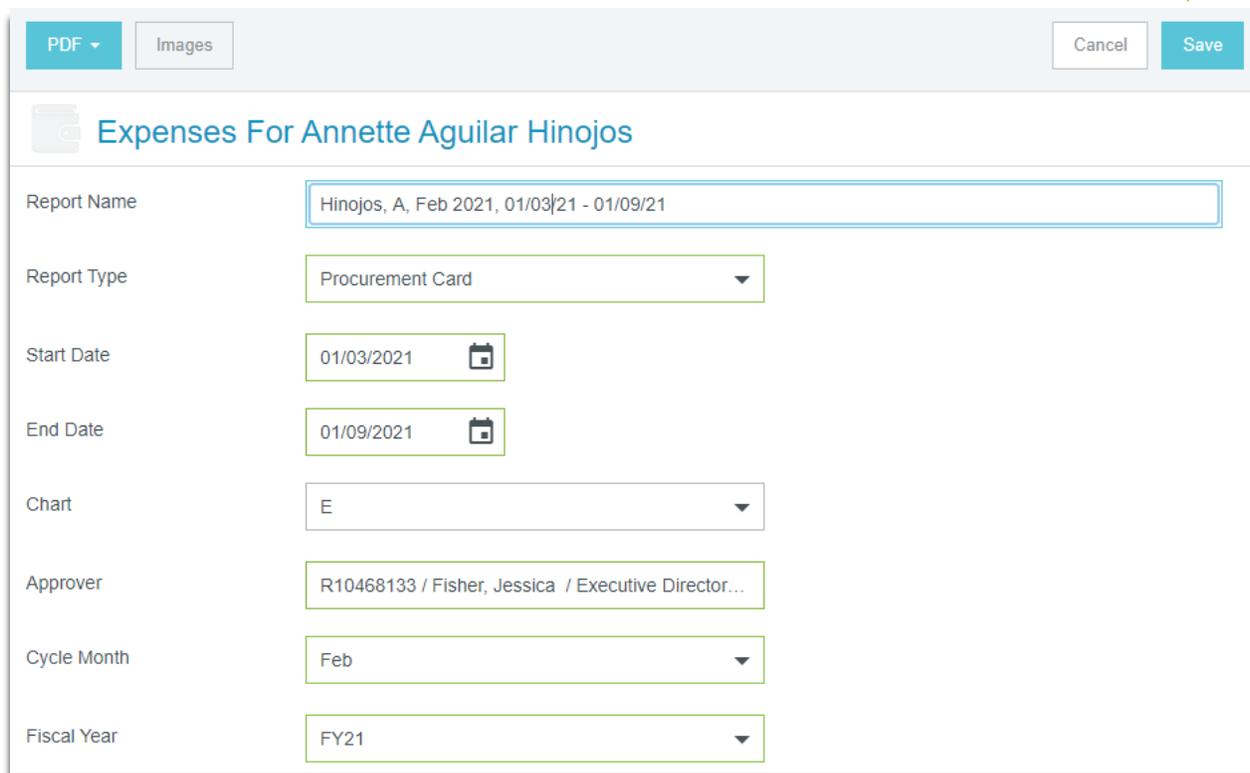
Approver – Must be a supervisor of the Cardholder or Department Fund Manager

Cycle Month – Citibank billing month, for a listing please visit:

https://elpaso.ttuhsoc.edu/fiscal/businessaffairs/paymentservices/_documents/PCard-FY21-Cycle-Dates.pdf

Fiscal Year – the year you are reporting in

Save – Upper right hand corner



The screenshot shows a web form titled "Expenses For Annette Aguilar Hinojos". The form fields are as follows:

Field	Value
Report Name	Hinojos, A, Feb 2021, 01/03/21 - 01/09/21
Report Type	Procurement Card
Start Date	01/03/2021
End Date	01/09/2021
Chart	E
Approver	R10468133 / Fisher, Jessica / Executive Director...
Cycle Month	Feb
Fiscal Year	FY21

At the top right of the form, there are "Cancel" and "Save" buttons. A green arrow points to the "Save" button.

The expense report can now be found in your **Drafts** until it is submitted.