

Table of Contents	
Contractual Fees / Services	1
Equipment / Software	3
Food / Official Hospitality	5
Maintenance / Repair / Service	12
Itemization	14

PCARD RECONCILIATION EXPENSE TILE DETAILS

Contr**aguiatifiees of Sector Southan Edia Sector** a different tile. opies, WSU logo shirts, classifications for job openings, tablecloths w/WSU g Services, Bus Driver, laundry and dry cleaning, recreation and y include - Underground Vaults and Storage, Cox, DHL, Overland Charters

		Cancel Save
Contracua	FRAS/SAMINAS	
age structure associate structure and the second inglus Driver, laundry and dry cleaning, ound Vault's and Storage, Cox, DHL,	tablecloths w/WSU recreation and enter Overland Charters	norischer notuger officing, 650 as, WSCA logo, dental labs, Consulting Services, Br trainment. Vendors may include - Undergr
	Date	05/24/2019
	On	
on-going maintenance of the Mascot	Business Purpose (3 Supplies purchased in support of for Life building
· · · · · · · · · · · · · · · · · · ·		Heat Stated Heatpean tree
	Merchant	6
Add Banner Activity and/or Location?		ikai salai si pilang iga asa dia akao
meutringhamewulliteautiegia	9.2017;53,1562,1203;537.	
Funding		



- 1. <u>Date</u>: This field will automatically populate with the transaction date from the UMB Pcard Expense.
- 2. <u>Spent:</u> This field will automatically populate with the transaction amount from the UMB Pcard Expense.
- 3. <u>Business Purpose:</u> Enter a clear, detailed business purpose for the expenditure. The business purpose should explain: (1) what purpose the expenditure served, (2) why the expense was necessary, and (3) how it furthered the University's goals. See the CR0027 Business Purpose help document for more detailed information.
- 4. <u>Description</u>: Provide any additional information about this expense. Any special circumstances or relevant details should be included in this field. This field is optional for most expense types.
- 5. <u>Personal Expense Charged on PCARD</u>: Select the check box if there are any personal expenses included in the UMB Pcard Expense. When checked, an **Explanation** box will appear. Enter a brief explanation and the dollar amount of the personal expense. Note: Personal expenditures are not allowed on the procurement card per BPC policy. In the event that a personal expense was accidentally charged to the card, the cardholder must <u>immediately</u> reimburse WSU.
- 6. <u>Merchant:</u> This field will automatically populate with the merchant from the UMB Pcard Expense.
- 7. <u>Add Banner Activity and/or Location:</u> Select this check box if you would like to add a Banner Activity and/or Location code.
 - a) AikTO 11f0 Tc 0002 Tw25042 0reCeallhe pmpTc 0 Tw 636 T(A)-6004 Tc 00065w (S)-064(r)4 (edo)-643 (o)-6906 (bo)-64)-

	mant / Caffe		
Equip	ment / Softw	are	
al Brotonoional itama, aver \$500 or will loc	timese then a second	1020 1660 Itematicat	in tile in aluda: Man Capit
year, Refrigerators, Office Fu	rniture ex. Desk, Ch Nada Sax - paset, Tak	airs, Lamps, WAP skins. annhaisetteannt de acture	Capital - Over \$5,000 - ସାର୍ବନାର୍ଯ୍ୟ କ୍ରିମିସାର୍ଯ୍ୟର
	ita i Mah Baduu 🗆 👘 👘 👘		
	05/24/2019	-	
	Spant	2	0.00 🔳 USD
ให้ค่อ การโลการณ์กำ าวท างสารได้ใก้ได้รับคระบบท	ester Therese also	ana pera 🦳 🛄 🖬	Kopport poedimenen
			iter i Jiterkoulding,
	Desacipi. Optimet		
	Persona		1
	Optional	Morphont	
	Add Banner Activit and/or Location?	y (7 🗆 🗌	
. As you type, a drop down list of	Please type the fu matching items wi	nding you would like to se Il be displayed for selectio	arch for in the box below n.
	Funding		
ö			search for runding
			<u> </u>
		- Add Hunding	· · · · ·
		Attachments (0)	
upload Add Attachments - (10)			Drag image here to u
			Dray image here to t

Document No. CR0020



- 1. <u>Date:</u> This field will automatically populate with the transaction date from the UMB Pcard Expense.
- 2. Spent:





							Cancel	Save
	-	- Mitter Tale & Anton				10000	Land to refer to a	
3000-3990 - 1	tome in this til	include: mainta	ining phys	cical plant	commo	lities co	noumable wit	, hin a
)pp///23	perior of tryea for department	ilor ress, stapen use only. Vendor	s, lenderp is may inc	osis, don clude - Hal	s, commo cry odake: Is Culligan	alites co 3, energ 1.	grounds, nea	nin a drig alos, soo s
1	Date			^{20.1} 0 · I	a l		<u>ال</u>	
		Spent		2		0.00		
Liusineese Pin	174822	a Bayline	iyo ta daseeses Tiomalatika	Lin sureau suilding	1.กา้าทย.งงมั	เงาะเจาะมีก	iqqongge of the	n Mitanana .
		<u></u>					une de la l	
) 🗆	80 .5.3	శాగార్ జర్షింగ్					Personal Exp	ense (5
	Merc	hant	6					
	Add I and/c	Banner Activity r Location?	7					
o down list of	Plea	se type the fundi	ng you wo	ould like to	search for	r in the t	oox below. As	you type, a dro
						Fund	ling	
						SI SI	ea <u>rch.for.Fur</u>	dina 🧿
		<u> </u>						
3,			\sim				06.600	



- 1. <u>Date</u>: This field will automatically populate with the transaction date from the UMB Pcard Expense.
- 2. <u>Spent:</u> This field will automatically populate with the transaction amount from the UMB Pcard Expense.
- 3. <u>Business Purpose:</u> Enter a clear, detailed business purpose for the expenditure. The business purpose should explain: (1) what purpose the expenditure served, (2) why the expense was necessary, and (3) how it furthered the University's goals. See the CR0027 Business Purpose help document for more detailed information.
- 4. <u>Description</u>: Provide any additional information about this expense. Any special circumstances or relevant details should be included in this field. This field is optional for most expense types.
- 5. <u>Personal Expense Charged on PCARD</u>: Select the check box if there are any personal expenses included in the UMB Pcard Expense. When checked, an Explanation box will appear. Enter a brief explanation and the dollar amount of the personal expense. Note: Personal expenditures are not allowed on the procurement card per BPC policy. In the event that a personal expense was accidentally charged to the card, the cardholder must <u>immediately</u> reimburse WSU.
- 6. <u>Merchant:</u> This field will automatically populate with the merchant from the UMB Pcard Expense.
- 7. <u>Add Banner Activity and/or Location:</u> Select this check box if you would like to add a Banner Activity and/or Location code.
 - a) <u>Activity:</u> Click the drop-down box and select the appropriate value from the list.
 - b) Location: Click the drop-down box and select the appropriate value from the list.
- 8. <u>Funding:</u> Select the proper funding for the expense. Begin typing the Fund, Org, or Department Name, and select the appropriate value once it appears below the box you aroFng 6 (0005 Tw 0.0405 Tw 0. (m)-9.3







- 1. <u>Date</u>: This field will automatically populate with the transaction date from the UMB Pcard Expense.
- 2. <u>Spent:</u> This field will automatically populate with the transaction amount from the UMB Pcard Expense.
- 3. <u>Business Purpose:</u> Enter a clear, detailed business purpose for the expenditure. The business purpose should explain: (1) what purpose the expenditure served, (2) why the expense was necessary, and (3) how it furthered the University's goals. See the **CR0027 Business Purpose** help document for more detailed information.
- 4. Description:



Cancel	ave Itemize
on l	temizati
eipt has more than one expense on it with two different account codes.	e this tile when the rece
1 05/24/2019 🖬 Dat	e
ol in carpyonic of one going me <u>intemanos of the Maxoot</u> Elucinees: Purpose (3) Capplice purchase ford Revisibling.
Dezaciptican Optional	
E Chargeel on PC25072]
d Banner Activity 7	Ad
ease type the funding you would like to search for in the box below Asyou type, a dron do matching tems will be displayed for selection.	wn list of Pl
Funding	
unding 8	Search for Fi
9	Select

Document No. CR0020





Select the proper expense tile for the first item(s). The corresponding expense form will open.





			Cancel	Save
r E		тс	DTAL AMOUNT	REMAINING
Cieffer II. ().		·		
หลายไม่เราะะะระการ <mark>ระหาการ</mark> ระหา		Rontal / Sul	<u>scriptir</u>	n / Memil
alter setter and the set of the setter setter setter setter setter and the setter setter setter setter setter s	oo siham aktoosess weeksmeanidon ologo	ningant costalp	28-5-2	320-2390, 2911
	Date	05/23	2019 📋	Ĵ
	Spent C	>	686.50	USD
, man iz	2 ¹ 10		11	
		Funding		
and Stanton 1994/2005 to a state of an inden			WTL SHE	at a <u>a</u> aat
			medišinjė́ 🖓 🕹	noson publikas

When the expense has been fully itemized, the expense will appear on the left side of the screen.



