University of Denver P-Card Program

- US Bank P-Card packet compilation
P-Card packet requirements for the US Bank P-Card program include:

• the transaction report
• the cardholder statement
• original, itemized receipts for each transaction
To print the cardholder activity report logon to Access Online and click *Transaction Management* in the left navigation menu.

Click *View Previous Cycle* to access the report.
In the **Billing Cycle Close Date** drop-down menu, select the cycle date.
Click on *Print Account Activity* to access your monthly transaction log report.
The report opens in a new window. Print the report, sign it and continue compiling your P-Card packet.
Click **Account Information** to access the statement request screen.
Click **Cardholder Account Statement** to access the monthly statement.
In the **Select Billing Cycle** drop-down menu, select the cycle date.

Click **View Statement**.
The statement will open in a new window. Print it and place it behind your account activity report.
Verify the totals on each of the reports agree.

Attach an original, itemized receipt for each transaction listed on your reports.

Some departments require the cardholder obtain the higher level approver signature. This individual should sign on the supervisor line of the account activity report. Card coordinators will sign below both signature lines.

Turn your packet in by the due date to your card coordinator.