P-Card Program

US Bank P-Card Packet Compilation
P-Card packet components are:

- Activity Report
- Card Holder Statement
- Original itemized receipts

Steps to compile your P-Card packet:
1. Print the statement. If there isn’t a statement available, no packet is due.
2. Edit all cycle transactions by adding comments and verifying accounting codes in Access Online.
3. Print and sign account activity report; verify that the total matches the statement total.
4. Attach original, itemized receipts as required per DU receipt requirements.
5. Submit packet to Card Coordinator by due date sent in monthly calendar email.
6. Card Coordinator audits packets, signs below both signature lines on the activity report, and obtains Higher-Level approval signature on the ‘Supervisor’ line.
To print the cardholder activity report, 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.
<table>
<thead>
<tr>
<th>Trans Date Posting Date</th>
<th>Merchant Name City, State/Prov.</th>
<th>Transaction Total Allocation Amount</th>
<th>Source Currency Accounting Code</th>
<th>Currency Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/09/2013</td>
<td>AMAZON MKTPLACE PMTS AMZN.COM/BILL, WA</td>
<td>$22.92</td>
<td>USD</td>
<td>22.92</td>
</tr>
<tr>
<td>04/10/2013</td>
<td></td>
<td>$22.92</td>
<td>1140 11403M 204407 10000 711100</td>
<td>3x DisplayPort to DVI cables - to allow Macs to use classroom displays</td>
</tr>
<tr>
<td>04/09/2013</td>
<td></td>
<td>$42.67</td>
<td>USD</td>
<td>42.67</td>
</tr>
<tr>
<td>04/10/2013</td>
<td></td>
<td>$42.67</td>
<td>1140 11403M 204407 10000 711100</td>
<td>4x toner cartridges for faculty</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Activity Totals</th>
<th>Purchases</th>
<th>Payments</th>
</tr>
</thead>
<tbody>
<tr>
<td>$65.59</td>
<td>$65.59</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Cardholder Name: ___________________________  Signature: ___________________________
Supervisor Name: ___________________________  Signature: ___________________________
Click **Account Information** to access the statement request screen.
Click **Cardholder Account Statement** to access the monthly statement.
Click the link for the appropriate cycle date to open statement in a new window.
Print the statement, place it behind your account activity report, and attach required receipts.