Contents

VSC P-Card Expense Log

Introduction

These instructions will guide you through how to submit your P-Card Expense Log through the new form submission page. Please note that this guide covers the submission form only. For information on how to print your Expense Log from Bank of America Works, please refer to your P-Card Program Manual. Your department and/or organization may require additional processes not covered by this guide. If that is the case, please refer to your supervisor for any questions.

Page 1: P-Card Type

Select the type of P-Card you are submitting an Expense Log for.

P-Card Type

Please choose the P-Card type you are submitting an expense log for? *Required*

Please Select ⌄

FPE cards are for Faculty members.

Page 2: Requestor Info

Review the pre-filled fields for accuracy and complete all other required fields. The Dean and Chancellor/President fields should pre-fill based on the VSC organization you select. **Do not change the Dean nor Chancellor/President fields unless you have been directed to do so:** For FPE, you will not see any supervisor fields since they are coded to the appropriate persons.

AP - Requester info

Requester Name: *Required*

Natalie Powell

ColleagueID#: *Required*

1234567

UserID: *Required*

nxp00028

Email address: *Required*

nxp00028@vsc.edu

Phone Number *Required*

Please use phone number with area code or a 5 digit extension (ex 802-224-3010 or x43010). Please use the best number to reach you.

Department: *Required*

VSC Organization: *Required*

Please Select

Supervisor/Director/Department Chair *Required*

NEXT

Enter the month and year of the expense log you are submitting. For P-Cards, this is the month that your expense log ends. Department P-Card cycles run the 21st to the 20th of the following month. FPE card periods run from the beginning to the end of each calendar month.

Month and Year of Submission: *Required*

[   ]

EX. - May 2022, June 2022, December 2022

Upload your Bank of America Expense Log in the first file field. This field is *only* for your expense log cover sheet. Do not upload any receipts or other documents in this field:

Upload Bank of America P-Card Expense Log Here *Required*

> **DROP FILES HERE OR CLICK TO UPLOAD.**

Upload your receipts and any other supporting documents in the second file field.

This is for your supporting documents and receipts *Required*

> **DROP FILES HERE OR CLICK TO UPLOAD.**

Please make sure all the files you upload are in an ==**easy-to-read PDF format**== before you attach them to the Expense Log form. Other file formats do not upload correctly, and you may need to resubmit your form.

If none of your expenses were charged to a grant, select "No" on the drop-down below:

Were any of these purchase card expenses charged to a grant? *Required*

[Please Select   ⌄]

If any of your expenses were charged to grants, select "Yes", and check the box to agree to the Grants Expensed Statement:

Were any of these purchase card expenses charged to a grant? *Required*

Yes

Grants Expensed Statement *Required*

☐ I confirm that the expenses are allowable under the terms of this grant and align with its proposed budget. If requested, I can supply additional information that justifies the relevance of this purchase to the grant objectives.

Note: FPE cards do not allow grant expenditure. For FPE Expense Logs, always check "No".

If you have any missing receipts, select "Yes" on the drop-down below, otherwise select "No":

Do you have any missing receipts? *Required*

No

If you have missing receipts, you will need to fill out a Missing Receipt page for each missing receipt:

Missing Receipts

Please include any items here that you do not have receipts for. If this is a P-Card Report please use the Date, Amount and Vendor from the P-Card. Please try to include a Purpose and/or Description.

Missing Receipt 1

Date of Purchase 1 *Required*

mm/dd/yyyy

Amount of Purchase 1 *Required*

Vendor 1 *Required*

Purpose/Description 1 *Required*

Do you have any more missing receipts? *Required*

No

PREVIOUS   NEXT

Page 4: Review

The final form page summarizes the information you entered. Review this page for completion and accuracy. If you need to correct anything, you can click the "Previous" button to navigate through the form pages to make any necessary corrections. Any changes you make to the form will save as soon as you hit the "Next" button to navigate to the next page:

VSC P-Card Expense Log

Review your supplied details

Pressing "Submit Form" will send these details for processing.

Page: P-Card Type

Please choose the P-Card type you are submitting an expense log for?	Department Cards

Page: AP - Requester info

Requester Name:	Natalie Powell
ColleagueID#:	1651498
UserID:	nxp00028
Email address:	nxp00028@vsc.edu
Phone Number	123-456-7890
Department:	Finance
VSC Organization:	Office of the Chancellor
Supervisor/Director/Department Chair	Tracy Bashara
Divisional Dean OC	Toby Stewart
DeanOC	Toby Stewart
Chancellor	Sharron Scott

Page: Submit Report and Attach Files

Month and Year of Submission:	May 2022
Upload Bank of America P-Card Expense Log Here	May_2022_Expense_Log.pdf
This is for your supporting documents and receipts	May_2022_Receipts.pdf
Were any of these purchase card expenses charged to a grant?	No
Do you have any missing receipts?	No

PREVIOUS **SUBMIT FORM**

Once you click "Submit Form" your expense log will be submitted for review. You will receive a confirmation email and a copy of your submission within a few minutes of submitting.