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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.



FPE cards are for Faculty members.

Page 2: Requestor Info

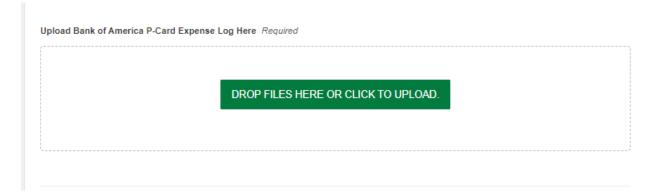
Review the pre-filled fields for accuracy and complete all other required fields. The Dean and Chancellor/President fields should pre-fill based on the VSC organization you select. Do not change the Dean nor Chancellor/President fields unless you have been directed to do so: For FPE, you will not see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

Requester Name: Required	
Natalie Powell	
ColleagueID#: Required	
1234567	
JserID: Required	
nxp00028	
Email address: Required	
nxp00028@vsc.edu	
Please use phone number with area code or a 5 digit extension (ex 802-224-3010 or x43010). Please use the best num	nber to reach you.
Department: Required	
/SC Organization: Required	
Please Select	~
Supervisor/Director/Department Chair Required	

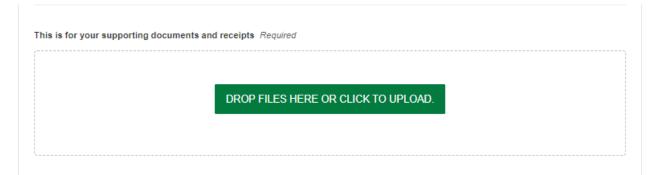
Page 3: P-Card Expense Log

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.

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



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:



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

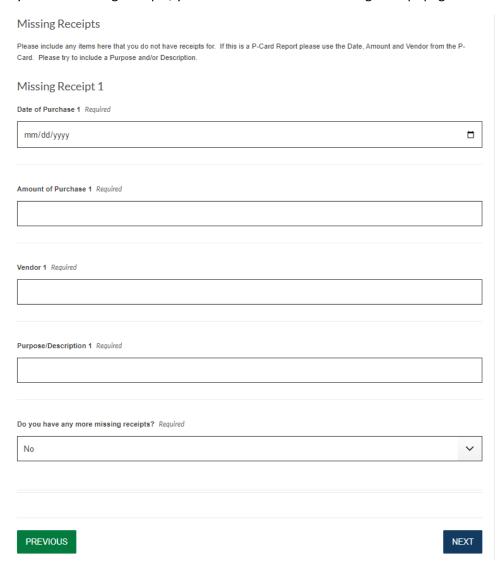


Note: FPE cards do not allow grant expenditure. For FPE Expense Logs, always check "No".

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

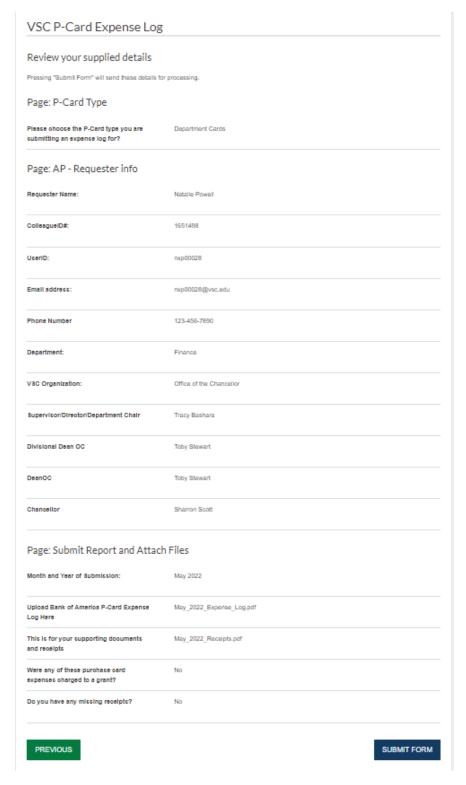


If you have missing receipts, you will need to fill out a Missing Receipt page for each missing receipt:



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:



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.