

Approving a P-Card Application:

At the Business Affairs Dashboard, click on either the P-Card box under the “Pending Approvals” heading, or on the alert bell at the top of the Dashboard, and then the “View” link next to the P-Card Approvals listing to go to the P-Card Dashboard.

Pending Approvals will be in the “My Pending P-Card Approval(s)” box at the bottom of the screen. Click on the “Approve” link in the Action column for each item requiring approval.

My pending P-Card Approval(s)				
Card Holder Name	Department	Rqsted Date	Financial Manager	Action
Jim Sifert	Accounting Office	09/18/2017	Jennifer Smith	Approve

The application will load. Carefully review the application.

- You may edit the Payment Information and Approving Official Information section by clicking the “Edit” link in the upper right corner of this section. After making changes, click the “Save Changes” button.
- You may add or remove Fund/Orgs that you are Financial Manager of (with the exception of the Primary ORGN #) in the “Banner Organization Numbers” area. To add, type the name or number of the Org in the FOAPAL box, select it from the drop-down menu, and click the “Add” button. To remove, click the “Remove” link on the right of the Fund/Org listing.

Organization	Financial Manager	
101010- FUND	Jennifer Smith	
501000- RESTRICTED GIFT	Jennifer Smith	Remove
FOAPAL : <input type="text"/>	<-- Start typing FOAP or Description	<input type="button" value="Add"/>

To approve and submit the application, click the checkbox at the bottom of the page, click the “Approve” button, and then the “Submit” button. The application will be sent to Purchasing for processing.

<input type="checkbox"/>	I (Jennifer Smith), as a Financial Manager hereby <input checked="" type="radio"/> Approve <input type="radio"/> Reject this P-Card application.	<input type="button" value="Submit"/>
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To reject the application, click the checkbox, click the “Reject” button, and then the “Submit” button.

At the next screen, indicate whether or not you wish to allow the Requestor to be able to resubmit the application.

- Selecting “Yes” will send the application back to the Requestor for correction. The application will be resubmitted by the requestor to you for approval once the changes are made.
- Selecting “No” will delete the application altogether.

Then, indicate the reason for rejection. This will be sent to the applicant via e-mail.

Click the “Submit” button.

Allow Requester to Resubmit the P-Card Application? : <input type="text" value="Yes"/>
Comment / Reason for Rejection : <input type="text"/>
<input type="button" value="Submit"/>