DO'S & DON'TS FOR USING YOUR P-CARD

- **USE REPORTS IN WORKS**: The Department Transaction report runs two days after cycle close.
- **ALLOCATE TIMELY**: Allocate as charges clear in Works. This will reduce the amount of work at cycle close and help avoid late reconciliation.
- **COLLAPSE THE BOX**: When allocating, collapse the "Reference and Tax" section to avoid inadvertent changes.
- **UPLOAD YOUR RECEIPTS**: Receipt imaging is available for all cardholders and is highly recommended by Corpcard.
- **CHECK YOUR AUTH LOG**: Authorization logs are available to check your declines. Hover over the last four of your card and choose "View Auth Log".
- **REACH OUT TO CORPCARD**: When in doubt, reach out. If you have questions or receive an error message, please contact Corpcard@vcu.edu for assistance.

**DON'TS**

- **USE THE LOG**: The log is not recommended by Corpcard. The Department Transaction Report is the most accurate report available.
- **WAIT TO ALLOCATE**: Allocations are due by close of business on the fifth business day after cycle close. Transactions allocated after that will not post to Banner correctly.
- **MAKE CHANGES**: Changes made in the "Reference and Tax" section will prevent sign off and cause errors in the Banner Upload.
- **SIGN OFF BEFORE UPLOADING**: Receipts can not be added if the transaction is fully approved.
- **TRY THE CARD SEVERAL TIMES**: Check your Auth Log for decline details before making repeated attempts to charge the card.

For more information on using your P-card please visit our website: http://procurement.vcu.edu/i-want-to/use-a-p-card/