INSTRUCTIONS FOR P-CARD USE:

Upon receipt of P-Card from US Bank, immediately notify Debbie Price or Jim Reid in the Business Office and give them the card number. Then call the phone number on the card to activate the card. They will ask you for your social security number and you will use 000-00-0000. Do not use your personal SSN. The card will now be available for use just like any other credit card.

A day or two after you have made a purchase using your P-Card, you will receive an email stating that you have items to approve in Vendorlink. Take the following steps.

Sign into Vendorlink using your email sign-in and password.

Under PCard Purchases-Creator, you will see a number of items that you have purchased. Click on “PCard Purchases” to open up the list.

To review a specific purchase, click on the PCD reference number to open it up. You will be able to see the vendor in the top right of the screen, as well as the date of the transaction and the amount. If the item was purchased while you were out of the country, you will be able to see both the amount in the foreign currency and the USD amount. The account number that shows to be charged is based on the department from which your primary salary is paid so, if you need to change the account that you would like to charge for this purchase, you can do so from this screen. All the accounts to which you have access can be found using a drop down list by clicking on the grey box to the right of the Description line. If everything looks correct on this screen, click UPDATE. This will take you back to your PCard Purchases-Creator list.

Next, click on the box to the left of the PCD Reference number that you just reviewed and then, hit APPROVE.

Do these two steps for each of your PCD Reference numbers.

Once you have approved all of your items, they will appear in the IMAGING BATCH section of your Vendorlink home page.

Click on the “Documents to Batch” to open the list.

Click in all the boxes to the left of the PCD Reference number and then hit PRINT COVER SHEET.

Make copies of your receipts as backup and bring to the Business Office attached to the cover sheet. If you are out of the area, you can take a picture of the receipt and save it as a PDF which can then be emailed, along with the PDF batch cover sheet to the Business Office.

Your PCard purchase is now complete.

THINGS TO REMEMBER: if you are traveling out of the area, please contact the bank to let them know so that they will not place a hold on purchases made while traveling.

INSTRUCTIONS FOR LOST/STOLEN CARD OR FRAUDULENT PURCHASE

If your PCard has been lost or is stolen, please contact the Business Office immediately. You will need to contact US Bank to report the lost or stolen card and we will be able to give you the phone number and your account number that you will need when you speak to a bank representative.

If you do not recognize a purchase that appears on Vendorlink and you suspect it to be a fraudulent purchase, you should call US Bank at the number on the back of your PCard to report it. Then contact the Business Office to let us know that you have done so.

In both the case of a lost or stolen card and a reported fraudulent purchase, the bank will cancel the card and reissue a new one. Please contact the Business Office If a replacement card is needed immediately. We can expedite the process. Otherwise, you will receive your new card in a week to ten days.

Upon receipt of your new card, notify the Business Office of the new card number.