



CORPORATE CARD SERVICES

PCard Repayment to UM

RSMAS CAMPUS ONLY- Credit Card or Check

The cardholder must take the following steps:

- A. Prepare the Procurement verification in Workday and save as DRAFT.
 - 1. Please check the following is entered:
 - 1. **Spend Category:** Use category type that relates the closest to the charge on the card. If none matches and the account allows it, then you can use Miscellaneous code.
 - 2. *Memo:* PCard Repayment to UM, explain the personal charge in greater detail.
 - 2. *Program:* Your Program number (e.g., your main dept. acct number. Ask your CCM or SBM if you do not know)
 - 3. Original receipt for expense(s)

WORKDAY

| | Edit Summar | / | | | | | | | | | Ī |
|---|------------------------|--|-------------------------|--------|--------------------|--|---------------------------------|------------|-----------------------|------------------|-----|
| | Transaction | | | | | Amount | | | | | |
| | Credit Card Transactio | Credit Card Transaction * 04/01/2020 AMAZON.COM*MF6GZ0YC3 11.04 USD | | | | Remaini | ng Transaction Amount to Verify | 0.00 | | | |
| | Transaction Date | 04/01/2020 | | | | Credit C | ard Transaction Amount | 11.04 | | | |
| | Charge Description | Charge Description AMAZON.COM*MF6GZ0YC3 | | | | Transac | tion Currency | USD | | | |
| | Supplier | | = | | | Sales Ta | x Collected | 2 | | | |
| | Purchase Order | | | | | Default Tax Option Default Tax Code | | select one | v | | |
| | | | | | | | | | | := | |
| | Supplier Contract | | = | 0 | | Tax Amo | punt | 0.00 | | | |
| 1. Spend Category: see above | Transaction Details | 1 item | | | 1 | | | | | | |
| 2. Memo: see above | Company | | Item and Category | | Transaction Amount | | Converted Amount | | Memo | Program Programs | > |
| 3. <i>Program:</i> The same | × 200 Acade | my :≡ | ltem | | Unit of Measure | | Currency Rate | | PCard repayment to UM | PG000000 | |
| Program number you entered on the Cashier's | | | | := | | ≔ | 1 | | | <u> </u> | |
| form | J | | Line Item Description 👩 | | Unit Cost | | Converted Amount 11.04 | | | | |
| 4. Include deposit receipt | | | | | 0.00 | | Currency | | | | |
| from the Cashier's Office and documentation to | | | Spend Category | | Extended Amount ? | | USD | | | | |
| support the transaction | | | × SC08748 - Miscellane | ous := | 11.04 | | | | | | |
| (e.g. actual transaction receipt) | | | Expenses | | Currency USD | | | | | | |
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CORPORATE CARD SERVICES

- B. Visit the Cashier's office located at RSMAS, SLAB Bldg, Room 110.
 - 1. Bring the DRAFT Procurement verification
 - 2. Amount of repayment
- C. Cashier will issue a deposit receipt for the repayment
- D. Go back to the DRAFT Procurement verification and upload the cashier's deposit receipt.

Any questions about the RSMAS Campus process, please contact **Jessica Nottage at (305) 421-4081 or** <u>j.nottage@miami.edu</u>.