**P-Card Receipt Submission Training**

**Updated 11.02.2021**

Please email your receipts to extensionworkflow@usu.edu.  Roni will then attach the receipts to the transactions that are in her queue and send them to you for review and you “save and close” then it goes to your Business Manager.

When you send the receipts please include:

Cardholders name

Index to be billed

Business Purpose of the purchase

Was food purchased?

                If yes include – date of the event – location of event – name of attendees (if you have a roll, you can just attach that with the receipt)

Was this purchase travel related?

                If yes include the TA

\***If a receipt doesn’t have all 4 required items 1-vendor 2-date 3-itemized 4-tax exempt (if applicable) then you need to email****extensionworkflow@usu.edu****and request a substitute receipt be sent through along with the information above.**\*

**\*If you have lost a receipt your will need to email extensionworkflow@usu.edu and request a substitute receipt, be sent through along with the information above.\***

**Approving purchases in your "Queue"**

Login to - <https://usu.service-now.com/usu/welcome.do>

Click on "New ServiceNow Interface"

Once logged in- on the top right side, you will see Approvals, Tasks, Requests, etc.

* Check Approvals and Task
	+ All your purchases will show up here. Double check your amounts and descriptions. This is where you can add name of attendees, purchase descriptions, etc. if needed.
* Select Approve
	+ This will transition all the completed purchases to my "queue" so I can review and update as needed.