

PURCHASING CARD / MY WALLET

STEP-by-STEP INSTRUCTIONS

NOTE: *These instructions have changed due to user feedback. Please make sure you follow the new instructions!*

INSTRUCTIONS FOR THE RECEIPT

- * (where applicable) Print receipt
- * Write the Chart Field String numbers on the receipt
- * Sign the receipt by hand--electronic signatures are not accepted
- * Scan each receipt individually
 - It may be helpful to create a "Receipts" folder on your desktop, and save all of your scanned receipts in that file.*
- * File the paper copy of the receipt
 - Each cardholder must keep all hard receipts on file for the full fiscal year or 90 days, whichever is longer. Fiscal years end on June 30, so any purchase after March 30th must be kept for 90 days.*

INSTRUCTIONS FOR MY WALLET

- * Go to www.myu.umn.edu
- * Click "Purchasing"
- * Click "My Wallet"
- * On the receipt you're reconciling, click "Pcard" and follow the instructions below
 - * In the box marked "*Description" fill out your full justification (will all 5 Ws) for the full receipt
 - Please use this format: (Name), (job title), purchased (items) from (merchant) for (purpose or show) in (month year).*
 - i.e. Millie Reid, Assoc Admin, purchased coffee from Starbucks for a faculty meeting in May 2015.*
 - * Click "Attachments" and follow the instructions below
 - * Click "Add Attachment"
 - * Click "Browse" in the pop-up; find the correct file for the receipt you're reconciling
 - * Click "Upload"
 - * In the box marked "*Description" type a 1 or 2 word description of the purchases, and if there's room, type the Chart Field String numbers
 - i.e. "buttons & fabric: 1026-10993-20072-1000008901"*
 - * Click "OK"
 - *Click "Return to My Wallet"
- * Repeat for all receipts listed
- * When all receipts are reconciled, click "Notify"
 - * Type your reconciler's email address in the "To" box.
 - For Theatre Arts, use rmjones@umn.edu and will0962@umn.edu; for Dance use areynold@umn.edu.*
 - *Click "OK"

If you've completed all of these steps, you're finished with PCards in your list.