



District Purchase Card Monthly Process version 8/27/2024

NVC website link: [Guidelines & Forms/Purchase Card](#)

Download the purchase card monthly statement from Elan Financial Services online portal.
The monthly statement is available on the 21st of each month.



Gather all receipts, support documents, coding guidance for transactions on the statement.
Note: PCard holders and person requisitioning should work closely together to design an internal process to meet the monthly deadline.



Submit a Requisition for PO no later than the 30th of the month.

Requisition Entry Guidance (there is one requisition for one statement):

- Vendor: **NVCPC - (Name of Cardholder)**
- AP Type: **APPC**
- PCard Requisitions/Line Items **DO NOT** include **sales tax**.
- Comments Box (not printed comments): *Month & Year of statement*
- Line Items:
 - Use 1 line item per purchase card transaction.
 - Entry order, line items should match the order on the statement.
 - Line Description should have Vendor Name 1st, then describe purpose/need for purchase.
 - If Travel related, after Vendor name, reference the event name, traveler name & PO#
 - For a vendor credit, enter 1.00. Requisitions do not accept negative values. When the B.O. vouchers the value will be changed to the full credit value.
- Statement total amount should match Requisition total amount. If there is a credit this will not be the case.

The Requisition for P-Card is separate and different from [Requisition for Travel](#).

Yes, a requisition for a Traveler is still needed to support PCard transactions for Travel.

Approvals are dictated by the codes used. The software will automatically assign the appropriate budget center manager, grant manager, facilities, IT, and advertising approvers.



Scan & Save the support documents directly to the Requisition in Self Service.
New attachment feature is working. OneDrive upload no longer needed.

Scanned packet must include the following:

Statement 1st, then receipts/support docs, receipts/docs in transaction order (as seen on statement)

Make sure receipts/docs items fit within page margins when scanned.

Do not include unnecessary ads, screenshots of requisition/self-service/colleague screens.