

This Quick Guide is to assist you in completing your PCard Record Submission process.

<b>Process Submission Steps</b>	<b>Additional Information</b>
Download statement from US Bank Online	If using a Mac, the Firefox browser works best
Identify the statement date in the top right corner of the statement.	You need this for the BPLogix form and to name your document.
Using Adobe Edit: Specifically list <b>Items Purchased</b> in the REALLOCATION Box	See the back for examples
Using Adobe Edit: Add the <b>Business Purpose</b> in the BUSINESS PURPOSE Box	See the back for examples
Reallocate your funding in US Bank Access Online, if needed.	DO NOT ADD YOUR FUNDING STRING TO THE US BANK STATEMENT. Putting your funding string on the bank statement does not affect WISER or USBAO. If you do not do this in USAO, you must process a Journal Entry form.
Gather all Itemized receipts for transactions on the PCard	Should include: Date of purchase, vendor name, items purchased and prices. Note: sometimes two documents may have all the information, i.e. packing list and an order form.
Add receipts in the order they are listed on the statement using Adobe: Organize or Combine tools.	See the Adobe and BPL training in Canvas for information on how to do this.
Save the document as ONE pdf with the appropriate Naming Convention: PCARDLASTNAMESTATEMENTDATE (YYYYMMDD) PCARDSMITH20201030	If there are multiple people with the same name on campus or you have a common last name, you can use your first initial after your last name.  If you have more than one card, please add the last four digits of the card to the end of the document name.
Submit the record in BP Logix and answer all of the questions.	Note: if you choose YES for any questions regarding purchases on the statement, you must also enter comments to identify the individual transactions.

When creating your combined PDF the document order should be:

1. US Bank Statement,
2. The addendum if you used one,
3. All receipts in statement order

## Examples of Common Questions

### Example of PCard statement with Items Purchased and Business Purpose added:

10/18/20	10/19/20	APPLE STORE R059	WAUWATOSA , WI	428.00	0.00	428.00
63600001			24430990292400636000011		0.00	
31001368410002AAA6419						

<b>Reallocate Funding to:</b> iPad Keyboard Electronic pencil	<b>Business Purpose:</b> Items were used to enhance the online teaching situation due to the covid pandemic with classes meeting virtually.
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The Business Purpose for each item should be listed in the Business Purpose box. Each item may have its own Business Purpose.

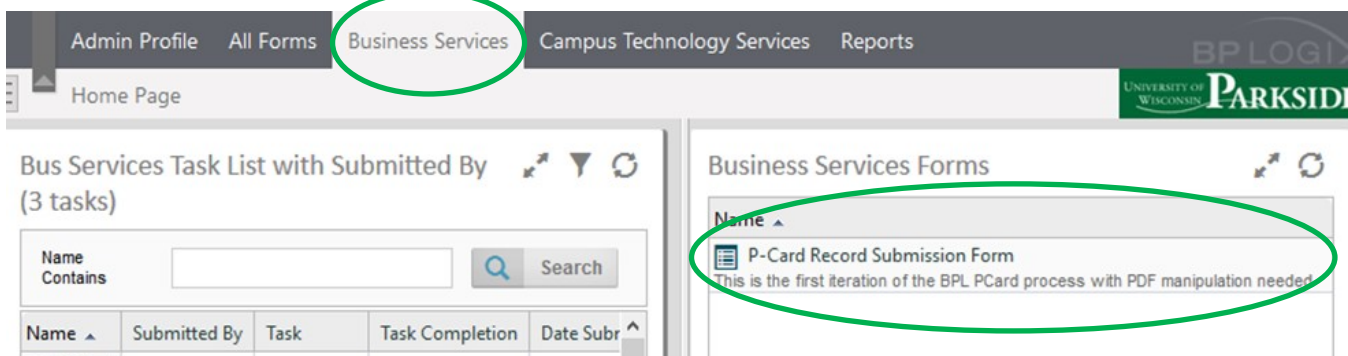
### Optional addendum—Purchasing Card Log

STATE OF WISCONSIN - UNIVERSITY OF WISCONSIN - PARKSIDE  
 Items Purchased Log

Cardholder (Employee) Name		Period Ending			
Purchase Date	Vendor	Items Purchased (be specific)	Business Purpose	Charges On Statement	
1					\$0.00
2					\$0.00
3					\$0.00
4					\$0.00
5					\$0.00
6					\$0.00
7					\$0.00
8					\$0.00

Use of the log is optional. If it is easier when you have a lot of purchases—in place of—not in addition to the information on the statement. Please use one or the other. <https://www.uwp.edu/explore/offices/businessservices/purchasing-card.cfm> or you can find [Business Services Forms on the Support Services page](#) under Other forms

### BP Logix



When you log in to BP Logix, you should see a Business Services dashboard. The forms and your submission should all be here. Contact [zabel@uwp.edu](mailto:zabel@uwp.edu) If you need assistance with BP Logix.