P-Cardholders: How to Review Transactions and Sign Off



This guide is for P-Cardholders who have a P-Card Manager that is responsible for allocating, entering a business reason and comments, and uploading receipts for their transactions. This guide will walk the P-Cardholder through the steps to review and sign off on the transactions.

J	e to Bank of America Wo	orks and login		
2 Click on	the Expense menu head	der, then click "Tra	nsactions"	
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Click on the Pending Sign Off tab then click on the plus button next to the date range.

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+ Purchase Request - All	9		TXN00094952	Depot Office	1862	none	10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC
🕂 Amount Range - All			TXN00094974	Depot Office	1862	none	10/25/2024	10/22/2024	175 78	ODP BUS SOL LLC
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+ Account Status - All	•			Depot Office	1862	none	10/28/2024	10/25/2024	125.67	
H Allocation Complete - All			TYN00005004	Depot, Office	1962	none	10/20/2024	10/22/2024	40.60	ODP BUS SOL LLC
+ Allocation Valid - All	5			Deput, Office	1002	none	10/20/2024	10/25/2024	49.00	
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4 Click on the calendar icon

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Select Month-to-Date or other date range option





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7 Click the "Retain settings" field.

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8 Click Search

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Retry Automatch Mass Allocate Attach Print Sign Off Upload Receipt

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Review the transactions.

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Your P-Card Manager has already allocated the transaction (entered the appropriate Fund, Function, Cost Center, GL Class and Object), entered the business reason and any comments, and uploaded the receipt (and any approval or supporting documentation).

Review to ensure the correct allocation has been entered, the correct receipt and any approval or supporting documentation has been attached, and that the business reason and any comments are accurate.

If any information is missing or inaccurate, you can either update the information yourself, or request your P-Card Manager to make the updates. See the following guide (enter link).

Account	Sign	Date	Date	Purchase		Complication	Allocation	mount	Sign Off AH	Sign Off AH	Sign Off APR	Sign Off APR	Uploa
ID	UII	Posteu	Purchaseu	Amount	Vendor	CompleanAnn	Anocation	Flocaleu	Date	Maille	Date	Name	All
<u>1862</u>	none	10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC # 101078	<u>v 1v 1 v</u>	10-01-037101-5-5720	453.12					Yes
1862	none	10/25/2024	10/22/2024	175.78	ODP BUS SOL LLC # 101078	<u> </u>	11-08-863603-5-5720	175.78					Yes
1862	none	10/25/2024	10/22/2024	62.97	ODP BUS SOL LLC # 101078	<u> </u>	10-10-906101-5-5720	62.97					No
<u>1862</u>	none	10/28/2024	10/25/2024	125.67	ODP BUS SOL LLC # 101078	<u>v v v</u>	32-30-977902-5-5720	125.67					No
<u>1862</u>	<u>none</u>	10/28/2024	10/23/2024	49.60	ODP BUS SOL LLC # 101078	<u>v IVI v</u>	10-10-906104-5-5720	49.60					No
<u>1862</u>	none	10/28/2024	10/26/2024	88.18	ODP BUS SOL LLC # 101078	V 1 V 1 V	10-09-876101-5-5720	88.18					No
<u>1862</u>	none	10/28/2024	10/23/2024	4.46	ODP BUS SOL LLC # 101078	<u>v IvI v</u>	10-10-918102-5-5720	4.46					No
1862	none	10/28/2024	10/25/2024	25.65	ODP BUS SOL LLC # 101078	VIVIV	10-09-876101-5-5720	25.65					No
<u>1862</u>	none	10/28/2024	10/25/2024	30.37	ODP BUS SOL LLC # 101078	<u> </u>	10-08-852101-5-5720	30.37					No
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9 Review the allocation to ensure it is complete and accurate.



To determine the correct expense object, review the Expense Object list on the Accounts Payable site: https://www.lcsc.edu/controllers-office/accounts-payable



10 Below is an example of incomplete allocations.

	Date Purchased	Purchase Amount	Vendor	Allocation	Amount Allocated	Allocation Desc	CRI Reference	Comments	Comp!
4	10/21/2024	8.89	ODP BUS SOL LLC # 101078	11-01-038601-5-5720	8.89	P.1007327	P.1007327		2.15
4	10/22/2024	87.15	ODP BUS SOL LLC # 101078	10-10-918102-5-5720	87.15	PJ007481	PJ007481		× 1.
4	10/22/2024	453.12	ODP BUS SOL LLC # 101078	10-01-037101-5-5720	453.12	ODP BUS SOL LLC # 101078 - Purchase	PJ007466	Comment (more)	v 1.
4	10/22/2024	189.89	ODP BUS SOL LLC # 101078	11-08-863603-5-5720	189.89	PJ007463	PJ007463		× 1.
4	10/22/2024	175.78	ODP BUS SOL LLC # 1010 8	11-08-863603-5-5720	175.78	ODP BUS SOL LLC # 101078 - Purchase	PJ007463		× 1.
4	10/22/2024	62.97	ODP BUS SOL LLC # 101078	5720	62.97	ODP BUS SOL LLC # 101078 - Purchase	PJ007467		x Is
4	10/25/2024	125.67	ODP BUS SOL LLC # 1010 78	5720	125.67	ODP BUS SOL LLC # 101078 - Purchase	PJ007523		x 1 .
4	10/23/2024	49.60	ODP BUS SOL LLC # 1010 78	5720	49.60	ODP BUS SOL LLC # 101078 - Purchase	PJ007501		x I.
4	10/26/2024	88.18	ODP BUS SOL LLC # 1010 78	5720	88.18	ODP BUS SOL LLC # 101078 - Purchase	PJ007530		x Is
4	10/23/2024	4.46	ODP BUS SOL LLC # 101078	5720	4.46	ODP BUS SOL LLC # 101078 - Purchase	PJ007481		x Is
4	10/25/2024	25.65	ODP BUS SOL LLC # 101078	5720	25.65	ODP BUS SOL LLC # 101078 - Purchase	PJ007528		x 1.
4	10/25/2024	30.37	ODP BUS SOL LLC # 101078	5720	30.37	ODP BUS SOL LLC # 101078 - Purchase	PJ007524		x la
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11 Review the Uploaded Receipt column. Transactions with a Yes in this column do have a receipt uploaded, transactions with a No, do not.

n	Date Posted	Date Purchased	Purchase Amount	Vendor	Comp Val Auth	Allocation	Amount Allocated	Sign Off AH Date	Sign Off AH Name	Sign Off APR Date	ign Off IPR ame	Uploa Rece	ideo
												All	~
	10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC # 101078	<u>v v v</u>	10-01-037101-5-5720	453.12					<u>Yes</u>	
	10/25/2024	10/22/2024	175.78	ODP BUS SOL LLC # 101078	<u>v v v</u>	11-08-863603-5-5720	175.78					Yes	
	10/25/2024	10/22/2024	62.97	ODP BUS SOL LLC # 101078	<u>v v v</u>	10-10-906101-5-5720	62.97					No	
	10/28/2024	10/25/2024	125.67	ODP BUS SOL LLC # 101078	<u>v v v</u>	32-30-977902-5-5720	125.67					No	
2	10/28/2024	10/23/2024	49.60	ODP BUS SOL LLC # 101078	V 1 V 1 V	10-10-906104-5-5720	49.60					No	
	10/28/2024	10/26/2024	88.18	ODP BUS SOL LLC # 101078	V V V	10-09-876101-5-5720	88.18					No	
	10/28/2024	10/23/2024	4.46	ODP BUS SOL LLC # 101078	<u>v v v</u>	10-10-918102-5-5720	4.46					No	
	10/28/2024	10/25/2024	25.65	ODP BUS SOL LLC # 101078	<u>v v v</u>	10-09-876101-5-5720	25.65					No	
	10/28/2024	10/25/2024	30.37	ODP BUS SOL LLC # 101078	V V V	10-08-852101-5-5720	30.37					No	

12 Click on the Yes to view the receipt(s) and business reason attached to each transaction.

lumns 🔻	<u>s</u> <u>Co</u>	r Filters	Clear									
Uploade Receipt	Sign Off APR Name	Sign Off APR Date	Sign Off AH Name	Sign Off AH Date	Amount Allocated	Allocation	Comp]Val]Auth	Vendor	Purchase Amount	Date Purchased	Date Posted	in f
Yes				-	453.12	10-01-037101-5-5720	<u>v v v</u>	ODP BUS SOL LLC # 101078	453.12	10/22/2024	10/25/2024	e
Yes					175.78	11-08-863603-5-5720	<u>v v v</u>	ODP BUS SOL LLC # 101078	175.78	10/22/2024	10/25/2024	2
No					62.97	10-10-906101-5-5720	V V V	ODP BUS SOL LLC # 101078	62.97	10/22/2024	10/25/2024	2
No					125.67	32-30-977902-5-5720	V V V	ODP BUS SOL LLC # 101078	125.67	10/25/2024	10/28/2024	
No					49.60	10-10-906104-5-5720	<u>v v v</u>	ODP BUS SOL LLC # 101078	49.60	10/23/2024	10/28/2024	
No					88.18	10-09-876101-5-5720	v v v	ODP BUS SOL LLC # 101078	88.18	10/26/2024	10/28/2024	
No					4.46	10-10-918102-5-5720	V V V	ODP BUS SOL LLC # 101078	4.46	10/23/2024	10/28/2024	
No					25.65	10-09-876101-5-5720	V V V	ODP BUS SOL LLC # 101078	25.65	10/25/2024	10/28/2024	1
No					30.37	10-08-852101-5-5720	V V V	ODP BUS SOL LLC # 101078	30.37	10/25/2024	10/28/2024	3

13 Click "Receipt" , then "View Receipt" to view the receipt. The receipt will open in a separate window.

Signed Of	f	Fla	ged	All	Drin	nanv	Accou	nt Sian	Date	Date	Purchase				
.024 5			Docu	imen	t Accour	tholder	ID	Off	Posted	Purchased	Amount	Ver	idor	Comp Val Auth	A
_		Ŧ	TXN000	104	4936060075 -	Receipt	4060	0000	40/25/2024	40/00/0004	450.40	ODD BUE COI	11.0 # 404070		10.01 (
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5		+	TXN000		Upload	Upload	lad Du	Receipt				File Size			Decum
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5		Ŧ	TXN000		10/20/2024	Denot	Office	10/16/202	A Pacaint			195.2 KP	Office supplier	for Rob	TYNOOD
5		+	TXN000		10/30/2024	Depot,	Onice	10/10/2024	+ Receipt	Description		100.3 KD	Onice supplies		TANUUU
5		Ŧ	TXN000	1 S	elected 1 iter	n 185.3	KB		VI	ew Receipt				I⊲ ⊲ Page:	1 of 1
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Allocate		llaci	Pril	at II	Sign Oil	Upload	г кесеір	2							

14 Review the business reason entered in the receipt description. The business reason must include a description of what the purchase was and who it was for.

Click Close.

10 11	ACOCICCION 4013313034 46	2 42 ODD DUG O	01110#404070	40.01.027404	6-5720	453.12	Yes
					-5720	175.78	<u>Yes</u>
eipt		1		_	5-5720	62.97	No
te	File Name	File Siz	Description	Document ID	5-5720	125.67	No
1024	Bassiat	405 Q KD	Office supplies for Data	1/100004053	5-5720	49.60	No
2024	Keceipi	160.3 KB	Office supplies for Bob	100094952	5-5720	88.18	No
	Show 10 🗸 pe	er page 🤍	04 4 -	of 1 🕞 🖂	5-5720	4.46	No
					5-5720	25.65	No
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d Sel	ttings Payment Center						

15 Review the Comments column for any comments added to transactions. Comments are not required but may be entered to add additional information relevant to the transaction.

							9	lear Filters	Columns
Sign Off	Date Posted	Date Purchased	Purchase Amount	Vendor	Comp Val Auth	Allocation	Amou t Allocat o	I Cor	nments
	10/03/2024	09/30/2024	121.48	ODP BUS SOL LLC # 101078	<u>v v v</u>	10-01-037105-5-5720	121. 8	389738167	'001 (<u>more</u>)
	10/04/2024	10/01/2024	7.10	ODP BUS SOL LLC # 101078	<u>v v v</u>	10-01-037105-5-5720	7. 0	389738168	001 (<u>more</u>)
	10/07/2024	10/04/2024	20.63	ODP BUS SOL LLC # 101078	<u>v v v</u>	10-09-876101-5-5720	20. 3	389922547	001 (<u>more</u>)
	10/07/2024	10/02/2024	14.59	ODP BUS SOL LLC # 101078	V V V	10-01-230104-5-5720	14. 9	387426163	001 (<u>more</u>)
	10/07/2024	10/03/2024	93.82	ODP BUS SOL LLC # 101078	<u>v v v</u>	10-09-876101-5-5720	93. 2	389922546	001 (<u>more</u>)
	10/07/2024	10/03/2024	38.81	ODP BUS SOL LLC # 101078	<u>v v v</u>	32-30-977902-5-5720	38. 1	384138374	001 (<u>more</u>)
	10/07/2024	10/03/2024	98.55	ODP BUS SOL LLC # 101078	<u>v v v</u>	10-01-230104-5-5720	98. 5	387426156	001 (<u>more</u>)
	10/07/2024	10/02/2024	87.89	ODP BUS SOL LLC # 101078	V V V	11-08-863603-5-5720	87. 9	386747336	i001 (<u>more</u>)
	10/07/2024	10/03/2024	31.99	ODP BUS SOL LLC # 101078	<u> </u>	10-09-876101-5-5720	31. 9	389922531	001 (<u>more</u>)
	10/07/2024	10/04/2024	487.71	ODP BUS SOL LLC # 101078	<u>v v v</u>	10-09-876101-5-5720	487.	389922545	001 (<u>more</u>)
	10/07/2024	10/04/2024	40.69	ODP BUS SOL LLC # 101078	V V V	10-01-230104-5-5720	40.69	389927878	001 (<u>more</u>)
	10/10/2024	10/08/2024	98.21	ODP BUS SOL LLC # 101078	V V V	20-01-318269-5-5720	98.21	386226154	001 (<u>more</u>)
	10/11/2024	10/09/2024	79.36	ODP BUS SOL LLC # 101078	<u>v v v</u>	35-30-986915-5-5720	79.36	389368767	'001 (<u>more</u>)



After reviewing all transactions, the P-Cardholder must sign off on them.

Note that transactions can be signed off individually, or several can be selected and signed off at the same time.

16 To sign off on a single transaction, select the transaction and click on the drop down arrow.

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🖃 Da	te - 10/01/2024 - 10/29	9/2024 🔊			D	ocument		Primary Accountholder	Account ID	Sign Off	Date Posted	Date Purchased	Purchase Amount	Vendor
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+ Ac	count - All	5		+	TXNO	0094949	_	Depot, Office	1862	none	10/25/2024	10/22/2024	87.15	ODP BUS SOL LLC
+ Pu	rchase Request - All	5		+	TXNO	0094951		Depot, Office	1862	none	10/25/2024	10/22/2024	189.89	ODP BUS SOL LLC
🕂 An	nount Range - All	5		Ŧ	TXNO	0094952		Depot, Office	1862	none	10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC
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+ Ac	count Status - All	5		Ŧ	TXNO	0094975		Depot, Office	1862	none	10/25/2024	10/22/2024	62.97	ODP BUS SOL LLC
+ All	ocation Complete - A	•		F	TXNO	0094990		Depot, Office	1862	none	10/28/2024	10/25/2024	125.67	ODP BUS SOL LLC
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🕂 All	ocation Authorized -	All 🕤		Ŧ	TXNO	0095007		Depot, Office	1862	none	10/28/2024	10/26/2024	88.18	ODP BUS SOL LLC
				Ŧ	TXNO	0095016		Depot, Office	1862	none	10/28/2024	10/23/2024	4.46	ODP BUS SOL LLC
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17 Click "Sign Off"

Expenses > Transactions > Accountholder

<<	Pending Sign Off	Signed O	ff	Flag	gged	All							
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			0	+	TXN	00095021	Depot, Office	1862	none	10/28/2024	10/25/2024	25.65	ODP BUS SOL LLC #
	Search Reset			+	TXN	00095035	Depot, Office	<u>1862</u>	none	10/28/2024	10/25/2024	30.37	ODP BUS SOL LLC

18 Enter any comments

Flag	gged All				_
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	Document	Accountholder	Sign off 1 transaction(s).	p Val Auth	Allocation
-	TXN00004044	Denet Office	Comments:		14 04 039604 E E72
±	TXN00094911	Depot, Office			11-01-038601-5-572
Ŧ	TXN00094949	Depot, Office		1414	10-10-918102-5-572
+	TXN00094951	Depot, Office		1414	11-08-863603-5-572
+	TXN00094952	Depot, Office		1414	10-01-037101-5-572
+	TXN00094974	Depot, Office		1111	11-08-863603-5-572
+	TXN00094975	Depot, Office		1414	10-10-906101-5-572
Ŧ	TXN00094990	Depot, Office		1111	5720
+	TXN00095001	Depot, Office		1111	5720
+	TXN00095007	Depot, Office		141.4	5720
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+	TXN00095021	Depot, Office	<u>1862</u> <u>none</u> 10/28/2024 10/25/2024 25.65 ODP BUS SOL LLC # 101078		5720

19 Click "OK"

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<u>Office</u>							1414	11-08-863603-5-5720	189.89	
Office							1111	10-01-037101-5-5720	453.12	
Office							1414	11-08-863603-5-5720	175.78	
Office							1414	10-10-906101-5-5720	62.97	
Office							1111	5720	125.67	
Office							1111	5720	49.60	
Office							1111	5720	88.18	
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Office	<u>1862</u>	none	10/28/2024	10/25/2024	30.37	ODP BUS SOL LLC # 101078	xIVIV	5720	30.37	
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To sign off on multiple transactions, locate the transactions you want to sign off and click the checkbox to the left of the transaction.

Expenses > Transactions > /	Accounthold	er									
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+ Account - All			TXN0	0094951	Depot, Office	<u>1862</u>	none	10/25/2024	10/22/2024	189.89	ODP BUS SOL LLC
+ Purchase Request - All	5		TXN0	0094952	Depot, Office	<u>1862</u>	none	10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC
🕂 Amount Range - All	5		TXN0	0094974	Depot, Office	1862	none	10/25/2024	10/22/2024	175.78	ODP BUS SOL LLC
🕂 Dispute Status - All	5		TXN	0094975	Depot, Office	1862	none	10/25/2024	10/22/2024	62.97	ODP BUS SOL LLC
+ Account Status - All	5		TXN0	0094990	Depot, Office	1862	none	10/28/2024	10/25/2024	125.67	ODP BUS SOL LLC
+ Allocation Complete - Al	•			0095001	Depot, Office	1862	none	10/28/2024	10/23/2024	49.60	ODP BUS SOL LLC
+ Allocation Valid - All	5		TXN	0095007	Depot. Office	1862	none	10/28/2024	10/26/2024	88,18	ODP BUS SOL LLC
+ Allocation Authorized - /	All 🔊		TXN0	00095016	Depot, Office	1862	none	10/28/2024	10/23/2024	4.46	ODP BUS SOL LLC
				0095021	Depot, Office	1862	none	10/28/2024	10/25/2024	25.65	ODP BUS SOL LLC
				00045035	Denot Office	1862	none	10/28/2024	10/25/2024	30 37	ODP BUS SOL LLC

21 Once you have checked the transactions that you want to sign off on, click the Sign Off button.

		+ + + +	TXN00094949 TXN00094951 TXN00094952 TXN00094974	Depot, Office Depot, Office Depot, Office Depot, Office	1862 1862 1862 1862	none none none	10/25/2024 10/25/2024	10/22/2024 10/22/2024	87.15 189.89	ODP BUS SOL LLO
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		+			<u>1862</u>	none	10/25/2024	10/22/2024	175.78	ODP BUS SOL LLC
Account Status - All Allocation Complete - All Allocation Valid - All			TXN00094975	Depot, Office	1862	none	10/25/2024	10/22/2024	62.97	ODP BUS SOL LLC
Allocation Complete - All Allocation Valid - All		+	TXN00094990	Depot, Office	1862	none	10/28/2024	10/25/2024	125.67	ODP BUS SOL LLC
+ Allocation Valid - All		+	TXN00095001	Depot, Office	<u>1862</u>	none	10/28/2024	10/23/2024	49.60	ODP BUS SOL LLC
		+	TXN00095007	Depot, Office	1862	none	10/28/2024	10/26/2024	88.18	ODP BUS SOL LLO
Allocation Authorized - All		+	TXN00095016	Depot, Office	<u>1862</u>	none	10/28/2024	10/23/2024	4.46	ODP BUS SOL LLO
		+	TXN00095021	Depot, Office	1862	none	10/28/2024	10/25/2024	25.65	ODP BUS SOL LLO
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22 Enter any comments

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23 Click "OK"

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oot, Office							- IVI V	10-10-918102-5-5720	87.15			
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oot, Office	<u>1862</u>	none	10/28/2024	10/23/2024	4.46	ODP BUS SOL LLC # 101078	<u>v v v</u>	10-10-918102-5-5720	4.46			
oot, Office	<u>1862</u>	none	10/28/2024	10/25/2024	25.65	ODP BUS SOL LLC # 101078	<u> </u>	10-09-876101-5-5720	25.65			
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f Upload	d Receipt											

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Once a transaction is signed off, it will leave the Pending Sign Off section and show in the Signed Off section.

24 Click on the Signed Off tab to view transactions that have been signed off.

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- Account - OFFICE DEPOT		+	TXN00094101	Depot, Office	<u>1862</u>	AH	10/04/2024	10/01/2024	7.10	ODP BUS SOL LLC
OFFICE DEPOT		Ŧ	TXN00094135	Depot, Office	<u>1862</u>	<u>AH</u>	10/07/2024	10/04/2024	20.63	ODP BUS SOL LLC
		Ŧ	TXN00094143	Depot, Office	<u>1862</u>	<u>AH</u>	10/07/2024	10/02/2024	14.59	ODP BUS SOL LLC
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25 Click on the calendar icon to select the date range

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+ Purchase Request - All			+	TXN00094143	Depot, Office	<u>1862</u>	AH	10/07/2024	10/02/2024	14.59	ODP BUS SOL LLC #
Amount Range - All			+	TXN00094161	Depot, Office	<u>1862</u>	<u>AH</u>	10/07/2024	10/03/2024	93.82	ODP BUS SOL LLC #
Dispute Status - All	5		+	TXN00094179	Depot, Office	1862	<u>AH</u>	10/07/2024	10/03/2024	38.81	ODP BUS SOL LLC #
+ Account Status - All	5		+	TXN00094190	Depot, Office	<u>1862</u>	<u>AH</u>	10/07/2024	10/03/2024	98.55	ODP BUS SOL LLC #
+ Allocation Complete - All	5		+	TXN00094218	Depot, Office	<u>1862</u>	AH	10/07/2024	10/02/2024	87.89	ODP BUS SOL LLC #
+ Allocation Valid - All	5		+	TXN00094225	Depot, Office	<u>1862</u>	<u>AH</u>	10/07/2024	10/03/2024	31.99	ODP BUS SOL LLC #
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Click "OK"

16 17 18 19 20 21 2 23 24 25 26 27 28 30	 Year-to-Date Previous Week Previous Month Past 30 days Previous Cycle Past 30 days Apply to Date Posted 	 Selected Cycle Today Custom 	10-01-037105-5-5720 10-09-876101-5-5720 10-01-230104-5-5720 10-09-876101-5-5720 32-30-977902-5-5720 10-01-230104-5-5720 11-08-863603-5-5720 10-09-876101-5-5720	7.10 20.63 14.59 93.82 38.81 98.55 87.89 31.99 487.71	10/07/2024 10/08/2024 10/08/2024 10/08/2024 10/08/2024 10/08/2024 10/08/2024 10/08/2024	Higgins, Diana Higgins, Diana Higgins, Diana Higgins, Diana Higgins, Diana Higgins, Diana Higgins, Diana Higgins, Diana
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28 Click search

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Account - OFFICE DEPOT	5	Ð	TXN00094101	Depot, Office	<u>1862</u>	<u>AH</u>	10/04/2024	10/01/2024	7.10	ODP BUS SOL LLC #
OFFICE DEPOT	Q	Ð	TXN00094135	Depot, Office	<u>1862</u>	<u>AH</u>	10/07/2024	10/04/2024	20.63	ODP BUS SOL LLC #
+ Purchase Request - All	5		TXN00094143	Depot, Office	<u>1862</u>	<u>AH</u>	10/07/2024	10/02/2024	14.59	ODP BUS SOL LLC #
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+ Account Status - All	5		TXN00094190	Depot, Office	<u>1862</u>	<u>AH</u>	10/07/2024	10/03/2024	98.55	ODP BUS SOL LLC #
+ Allocation Complete - All	5		TXN00094218	Depot, Office	<u>1862</u>	<u>AH</u>	10/07/2024	10/02/2024	87.89	ODP BUS SOL LLC #
+ Allocation Valid - All	5		TXN00094225	Depot, Office	<u>1862</u>	<u>AH</u>	10/07/2024	10/03/2024	31.99	ODP BUS SOL LLC #
+ Allocation Authorized - All	5		TXN00094237	Depot, Office	<u>1862</u>	<u>AH</u>	10/07/2024	10/04/2024	487.71	ODP BUS SOL LLC #
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© 2024 Bank of America Corporation.	All rig	hts reserv	ved.							
Last login Tuesday October 29, 2024,	4:31	PM CDT.								

29 Review the "Sign Off AH Date" and "Sign Off AH Name" columns. The P-Cardholder and date of sign off will show in these fields. The "Sign off APR Date" and "Sign Off APR Name" fields will populate once the P-Cardholder's Supervisor signs off.

loaded eceipt	Sign Off APR ame	Sign Off APR Date	Sign Off AH Name	Sign Off AH Date	Amoun Allocate	Allocation	Comp Val Auth	Vendor	Purchase Amount	Date urchased
~								[]		
			Higgins, Diana	10/04/2024	121.4	10-01-037105-5-5720	<u>v v v</u>	ODP BUS SOL LLC # 101078	121.48	0/30/2024
1			Higgins, Diana	10/07/2024	7.1	10-01-037105-5-5720	v v v	ODP BUS SOL LLC # 101078	7.10	/01/2024
			Higgins, Diana	10/08/2024	20.6	10-09-876101-5-5720	V V V	ODP BUS SOL LLC # 101078	20.63	/04/2024
			Higgins, Diana	10/08/2024	14.5	10-01-230104-5-5720	V V V	ODP BUS SOL LLC # 101078	14.59	/02/2024
			Higgins, Diana	10/08/2024	93.8	10-09-876101-5-5720	V V V	ODP BUS SOL LLC # 101078	93.82	/03/2024
(Higgins, Diana	10/08/2024	38.8	32-30-977902-5-5720	V V V	ODP BUS SOL LLC # 101078	38.81	/03/2024
	2		Higgins, Diana	10/08/2024	98.55	10-01-230104-5-5720	VIVIV	ODP BUS SOL LLC # 101078	98.55	/03/2024
1	2		Higgins, Diana	10/08/2024	87.89	11-08-863603-5-5720	V 1 V 1 V	ODP BUS SOL LLC # 101078	87.89	/02/2024
1	2		Higgins, Diana	10/08/2024	31.99	10-09-876101-5-5720	V V V	ODP BUS SOL LLC # 101078	31.99	/03/2024
	1		Higgins, Diana	10/08/2024	487.71	10-09-876101-5-5720	× × ×	ODP BUS SOL LLC # 101078	487.71	/04/2024



Ensure all transactions are reconciled and signed off prior to the Works Sweep date. The transactions must be reconciled and signed off early enough to allow time for sign off by the P-Cardholder's Supervisor.