P-Cardholder Supervisors / Department Heads for Department Cards: How to Review and Sign Off



This guide is for P-Cardholder Supervisors and Department Heads for Department Cards. This guide will walk through the steps to review and sign off on the transactions.

1 Navigate to I	Bank of America Wor	ks and login		
2 Click on the I	Expense menu heade	er, then click "Tr	ansactions"	
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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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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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+ Account - All	5		+	TXN00094974	Depot, Office	1862	none	10/25/2024	10/22/2024	175.78	ODP BUS SOL LLC #
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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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The P-Cardholder or 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, uploaded the receipt (and any approval or supporting documentation) and signed off.

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

Review all transactions to verify that individual and departmental P-Card use complies with all State of Idaho and Institutional policies, procedures, and provisions of the P-Card Program.

If any information is missing or inaccurate, do not sign off. Advise the P-Cardholder or P-Card Manager to make the corrections. You may also choose to make the corrections yourself. Once corrections have been made, review corrected transactions and sign off.

Note that corrections to Fund, Function, Cost Center, GL Class and Object must be corrected before the Sweep. If not, contact the Controller's Office to determine if a change can be made before upload to Colleague.



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If there is not sufficient time for a correction related to a missing receipt or approval document, or correction of incorrectly charged tax, the approver may add a comment and sign off.

Add a comment to the transaction regarding what needs to be corrected. For example: missing receipt, missing IT approval, tax incorrectly charged.

Sign off on the transaction and communicate the required corrections to the P-Cardholder or P-Card Manager.

When the receipts or approval documentation have been obtained, the P-Cardholder or P-Card Manager will email it to Purchasing along with the transaction information. Purchasing can upload documents to transactions in prior months.

The P-Cardholder or P-Card Manager will contact the vendor to credit back tax incorrectly charged, and the credit will generally post the following month.

The P-Cardholder or Department P-Card Manager has already signed off on transactions that are pending for your sign off. Review the "Sign Off AH Date" and "Sign Off AH Name" columns to view the name of individual who signed off and date.

							Le	ewi	s-Clark	State Colleg
						Clea	ar F I	ter	s <u>Co</u>	olumns 🔻
	Comp Val Auth	Comments	Allocation	Amount Allocated	Sign Off AH Date	Sign Off AH Name	S (A I	n f R te	Sign Off APR Name	Uploaded Receipt
Q5YM3	<u>v v v</u>	Inv #112-7301864-5779444 (more)	10-09-881101-5-5720	7.99	10/31/2024	Amazon, Capital Services	1			Yes
							J			
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10 Review the allocation to ensure it is complete and accurate.

											Clear	r Filters	<u>s</u> <u>Co</u>	lumns
Primary countholder	Account ID	Sign Off	Date Posted	Date Purchased	Purchase Amount	Vendor	Comp Val Aut/	Allocation	mount located	Sign Off AH Date	Sign Off AH Name	Sign Off APR Date	Sign Off APR Name	Uploa Rece All
pot, Office	<u>1862</u>	none	10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC # 101078	<u>v 1v1 v</u>	10-01-037101-5-5720	453.12					Yes
pot, Office	<u>1862</u>	none	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
pot, Office	<u>1862</u>	none	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
pot, Office	1862	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
pot, Office	<u>1862</u>	none	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
pot, Office	<u>1862</u>	none	10/28/2024	10/26/2024	88.18	ODP BUS SOL LLC # 101078	<u>v IVI v</u>	10-09-876101-5-5720	88.18					No
pot, Office	<u>1862</u>	none	10/28/2024	10/23/2024	4.46	ODP BUS SOL LLC # 101078	<u>v 1 v 1 v</u>	10-10-918102-5-5720	4.46					No
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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.

1	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 I	ign Off IPR ame	Uploa Rece	dec ipt
2	10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC # 101078	v v v	10-01-037101-5-5720	453.12					Yes	
	10/25/2024	10/22/2024	175.78	ODP BUS SOL LLC # 101078	V V V	11-08-863603-5-5720	175.78					Yes	
1	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	VIVIV	10-10-906104-5-5720	49.60					No	
i.	10/28/2024	10/26/2024	88.18	ODP BUS SOL LLC # 101078	<u>v v v</u>	10-09-876101-5-5720	88.18					No	
	10/28/2024	10/23/2024	4.46	ODP BUS SOL LLC # 101078	VIVIV	10-10-918102-5-5720	4.46					No	
2	10/28/2024	10/25/2024	25.65	ODP BUS SOL LLC # 101078	V V V	10-09-876101-5-5720	25.65					No	
2	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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12 Click on the Yes to view the receipt(s) and business reason attached to each transaction.

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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	2
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	V V V	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	
No					30.37	10-08-852101-5-5720	V V V	ODP BUS SOL LLC # 101078	30.37	10/25/2024	10/28/2024	4

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
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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
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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 10	UDE/2024 40/22/2024 45	2.12 000 000 000 00	01110#101070	10.01.037404	6-5720	453.12	Yes
				<u> </u>	-5720	175.78	Yes
eipt				_	5-5720	62.97	No
te	File Name	File Siz	Description	ocument ID	5-5720	125.67	No
0024	Descint	105.2 // 0	Office cupplies for Bob	1/100004053	5-5720	49.60	No
2024	Receipt	103.3 KB	Office supplies for Bob	11100094952	5-5720	88.18	No
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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	Amoui t Allocat d	l Con	iments
	10/03/2024	09/30/2024	121.48	ODP BUS SOL LLC # 101078	<u> </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	<u>v v v</u>	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	001 (<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> </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	V V V	35-30-986915-5-5720	79.36	389368767	001 (<u>more</u>)

After reviewing all transactions, P-Cardholder Supervisor or Department Heads for Department Cards must sign off on them.

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

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

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Transactions - Accounthol	der												
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Date - 10/01/2024 - 10/29/	/2024 🔊			Doc	ument		Primary Accountholder	Account ID	Sign Off	Date Posted	Date Purchased	Purchase Amount	Vendor
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+ Account - All	5		+	TXN000	94949	_	Depot, Office	<u>1862</u>	none	10/25/2024	10/22/2024	87.15	ODP BUS SOL LLC
+ Purchase Request - All	5		+	TXN000	94951		Depot, Office	<u>1862</u>	none	10/25/2024	10/22/2024	189.89	ODP BUS SOL LLC
🕂 Amount Range - All	5		+	TXN000	94952		Depot, Office	1862	none	10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC
🕂 Dispute Status - All	5		+	TXN000	94974		Depot, Office	1862	none	10/25/2024	10/22/2024	175.78	ODP BUS SOL LLC
+ Account Status - All	5		Ŧ	TXN000	94975		Depot, Office	1862	none	10/25/2024	10/22/2024	62.97	ODP BUS SOL LLC
Allocation Complete - All	5		Ŧ	TXN000	94990		Depot Office	1862	none	10/28/2024	10/25/2024	125 67	ODP BUS SOL LLC
+ Allocation Valid - All	5		E	TXN000	95001		Depot Office	1862	none	10/28/2024	10/23/2024	49 60	ODP BUS SOLUC
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17 Click "Sign Off"

Expenses > Transactions > Accountholder

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🖃 D	ate - 10/01/2024 - 10/29	/2024 🕤			C	ocument	Primary Accountholder	Account	Sign Off	Date Posted	Date Purchased	Purchase Amount	Vendor
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+ P	urchase Request - All	5		+	1	Sign Off		2	none	10/25/2024	10/22/2024	189.89	ODP BUS SOL LLC
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+ D	ispute Status - All	5		+		Dispute		2	none	10/25/2024	10/22/2024	175.78	ODP BUS SOL LLC
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+ A	Ilocation Complete - Al	5		+	0	Attach to P	urchase Request	2	none	10/28/2024	10/25/2024	125.67	ODP BUS SOL LLC
+ A	Ilocation Valid - All	5		Ŧ		Manage Re	eceipts	2	none	10/28/2024	10/23/2024	49.60	ODP BUS SOL LLC
+ A	Ilocation Authorized - A	All 🔊		Ŧ		Print		2	none	10/28/2024	10/26/2024	88.18	ODP BUS SOL LLC
				+	TXN	00095016	Depot, Office	1862	none	10/28/2024	10/23/2024	4.46	ODP BUS SOL LLC
				Ŧ	TXN	00095021	Depot, Office	<u>1862</u>	none	10/28/2024	10/25/2024	25.65	ODP BUS SOL LLC
	Search Reset			Ŧ	TXN	00095035	Depot, Office	<u>1862</u>	none	10/28/2024	10/25/2024	30.37	ODP BUS SOL LLC

18 Enter any comments

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-	TXN00004044	Denet Office	Comments:		14 04 039604 E E72
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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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To sign off on multiple transactions, locate the transactions you want to sign off and click the checkbox to the left of the transaction.

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+ Purchase Request - All	5		+ TXNO	00094952	Depot, Office	1862	none	10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC
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+ Dispute Status - All	5		+ TXNO	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	5			0095001	Depot. Office	1862	none	10/28/2024	10/23/2024	49.60	ODP BUS SOL LLC
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			+ TXNO	0095021	Depot, Office	1862	none	10/28/2024	10/25/2024	25.65	ODP BUS SOL LLC
				00095035	Depot 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.

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			+	TXN00095021	Depot, Office	1862	none	10/28/2024	10/25/2024	25.65	ODP BUS SOL LI
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22 Enter any comments

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23 Click "OK"

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oot, Office	<u>1862</u>	none	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			
oot, Office	<u>1862</u>	none	10/28/2024	10/25/2024	30.37	ODP BUS SOL LLC # 101078	<u>v v v</u>	10-08-852101-5-5720	30.37			
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f Uploa	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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tome Expenses Reports Expenses > Transactions > Accou	ntholde	er									
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🗹 Retain settings			+	TXN00094047	Depot, Office	<u>1862</u>	<u>AH</u>	10/03/2024	09/30/2024	121.48	ODP BUS SOL LLC
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OFFICE DEPOT	Q		Ŧ	TXN00094135	Depot, Office	<u>1862</u>	<u>AH</u>	10/07/2024	10/04/2024	20.63	ODP BUS SOL LLC
+ Purchase Request - All	-		+	TXN00094143	Depot, Office	<u>1862</u>	<u>AH</u>	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

25 Click on the calendar icon to select the date range

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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>	AH	10/07/2024	10/02/2024	87.89	ODP BUS SOL LLC
+ Allocation Valid - All	•		+	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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Allocation Authorized - All E TXN00094237 Depot. Office 1862 AH 10/07/2024 10/04/2024 487.71 ODP BUS SOLLLC # Search Reset D Selected 26 items Show 10 v per page Print Attach Fraining Guides Training Videos Digital Privacy Notice Your Privacy Choices V Recommended Settings Payment Center 2024 Bank of America Corporation. All rights reserved	+ Allocation Valid - All	•		+	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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The transactions that you signed off now appear in this section. Your name and the date you signed off shows in the following columns: "Sign Off APR Name" & "Sign off APR Date" .

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Comments		Allocation	Amount Allocated	Sign Off AH Date	Sign Off AH Name	Sign Off APR Date	Sign Off APR Name	ploa Rece	ideo eipt v
/ 111-2084609-2709837	7 (<u>more</u>)	31-30-987904-5-5720	30.93	10/09/2024	Amazon, Capital Service	10/09/2024	Approver, Purchasing	es	



Ensure all transactions are reviewed and signed off prior to the Works Sweep date. The Sweep date is published on the Works home page each month, and is generally the 4th business day of the following month. For example, October 2024 transactions must be signed off by November 5th, 2024.