

Access[®] Online

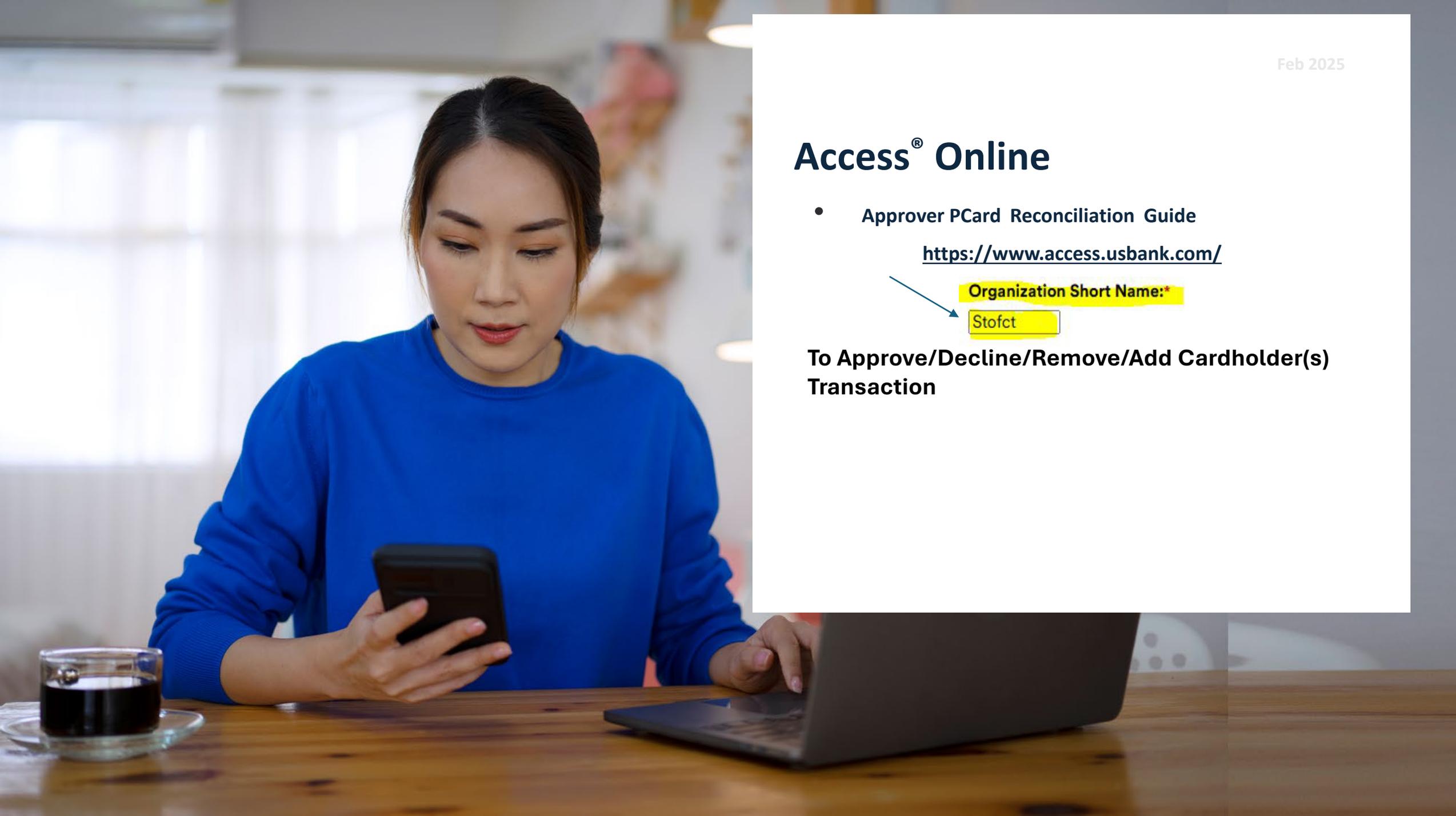
- Approver PCard Reconciliation Guide

<https://www.access.usbank.com/>

Organization Short Name:*

Stofct

To Approve/Decline/Remove/Add Cardholder(s)
Transaction



Approver tasks

Use the Manager Approval Queue

Navigate to Transactions

The screenshot shows the top navigation bar of the 'Access Online' system. The bar is divided into three sections: a light blue header on the left with the 'Access Online' logo, a white middle section with the main navigation menu, and a dark grey footer on the right with user information. The main navigation menu includes 'Dashboard', 'Accounts', 'Transactions', 'Orders', 'Virtual payments', 'Reporting', and 'Program', each with a dropdown arrow. The 'Transactions' menu item is currently selected, indicated by a blue underline and an upward-pointing arrow. A dropdown menu is open below it, containing the option 'Transaction management'. A blue arrow points from the text 'Navigate to Transactions' above to the 'Transactions' menu item. Another blue arrow points from the bottom left towards the 'Transaction management' option in the dropdown menu.

Access Online

Partner sites ▾ Need help? ▾ Profile ▾ [Log out](#)

Dashboard Accounts ▾ **Transactions** ▲ Orders ▾ Virtual payments ▾ Reporting ▾ Program ▾

Transaction management

Welcome to Access Online
Your last login was 09/03/2024



Navigate to the Manager Approval Queue

Transaction Management

Product: Corporate Card/One Card/Other

Transaction List

View, review, allocate/reallocate and add comments to transaction information.

[View Previous Cycle](#)

Presents the Transaction list for the previous cycle.

[View Pending Transactions](#)

Presents the pending transactions list.

[View Unmatched Transactions](#)

Presents the unmatched transactions list.

Manager Approval Queue

View, approve, reject, and reallocate transactions in your approval queue.

Manager Approval History

View and pull back transactions previously approved by you.

Approver view: system users set up as Approval or Final Approval Managers will see the queue and history links.

Some approvers may also:

- Have access to view cardholder transactions via the *Transaction List* link
- Have links to view a list of card accounts or managing accounts

Transactions to approve display in the Manager Approval Queue

Transaction Management
Manager Approval Queue

[Trans List](#) | [Manager's Queue](#)

Transactions

The following transactions are awaiting your approval. Filter the pending transactions by using any of the search criteria.

Billing Cycle End Date: All **Approval Status:** All **Transaction Amount:** All \$

Cardholder Approver: All **Last Approver:** All

Pending Approver: All

Display 25 Transactions per page

[Search](#) [Reset](#)

Please select the transactions you would like to approve, reject or reallocate and click the appropriate button. Note: Reallocation can only be done on the selected transactions on this page, not against all transactions on all pages.

If you would like to view or modify specific transaction data, please click on the transaction's approval status, date or accounting code link.

Records 1 - 25 of 25

[Check All Shown](#) | [Uncheck All Shown](#)

Select	Approval Status	Trans Date	Merchant	City/State	Amount	Detail	Account Number	Cardholder Approver	Last Approver	Pending Approver	Attachment	Comments	Accounting Code
<input type="checkbox"/>	Pending	03/20	CHICKEN EXPRESS ROCKDALE	ROCKDALE, TX	\$7.48		...3177	DOWD, MAE	DOWD, MAE	MASON, OLIVER			71520-27- 21-430
<input type="checkbox"/>	Pending	03/21	EL NOPALITO MEXICA	NEW BRAUNFELS, TX	\$10.65		...3177	DOWD, MAE	DOWD, MAE	MASON, OLIVER			71520-27- 21-430
<input type="checkbox"/>	Pending	03/20	EXXONMOBIL 47624996	FRANKLIN, TX	\$6.69		...3177	DOWD, MAE	DOWD, MAE	MASON, OLIVER			71520-27- 21-430
<input type="checkbox"/>	Pending	02/26	...	KYLE, TX	\$81.52		...3177	DOWD, MAE	DOWD, MAE	MASON, OLIVER			71320-27- 21-430
<input type="checkbox"/>	Pending	02/21	HOLIDAY INN EXPRESS	WEBSTER, TX	\$252.98		...3177	DOWD, MAE	DOWD, MAE	MASON, OLIVER			50000-27- 21-430
<input type="checkbox"/>	Pending	02/23	EXXONMOBIL 45910536	BOERNE, TX	\$83.01		...3177	DOWD, MAE	DOWD, MAE	MASON, OLIVER			71320-27- 21-430

[Trans Detail Level](#) [Reallocated](#) [Upload](#)

[Check All Shown](#) | [Uncheck All Shown](#)

Records 1 - 25 of 25

[Approve](#) [Reject](#) [Reallocate](#) [Mass Reallocate](#)

Manager Approval Queue notes:

- Functions like the Transaction List (note the additional approval columns in the queue)
- Only transactions pending your approval display in the queue
- You may also be able to view a cardholder's full transaction list



Filter the transaction list

Transactions

The following transactions are awaiting your approval. Filter the pending transactions by using any of the search criteria.

Billing Cycle End Date:

 ▾

Approval Status:

 ▾

Transaction Amount:

 ▾ \$

Cardholder Approver:

 ▾

Last Approver:

 ▾

Order Match Status:

 ▾

Pending Approver:

 ▾

Display ▾ Transactions per page

Search

Reset

View the queue's transaction list left side

Records 1 - 5 of 5

[Check All Shown](#) | [Uncheck All Shown](#)

Select	Approval Status	Match  	Trans Date	Merchant	City/State	Amount	Detail 	Account Number
<input type="checkbox"/>	Pending		05/09	PUMP N PAK	SIOUX FALLS, SD	\$99.00		...4907
<input checked="" type="checkbox"/>	Pending		05/03	PUMP N PAK	SIOUX FALLS, SD	\$78.00		...4907
<input type="checkbox"/>	Pending		04/28	PUMP N PAK	SIOUX FALLS, SD	\$55.00		...4907
<input type="checkbox"/>	Pending		04/27	PUMP N PAK	SIOUX FALLS, SD	\$81.01		...4907
<input type="checkbox"/>	Pending		04/21	THE HOME DEPOT #2825	CHESKA, MN	\$13.40		...1072

 Matched  Exception ,  Trans Detail Level  Reallocated  Upload  Attachment

[Check All Shown](#) | [Uncheck All Shown](#)

Records 1 - 5 of 5

Approve

Reject

Reallocate

Mass Reallocate



View the queue's transaction list right side

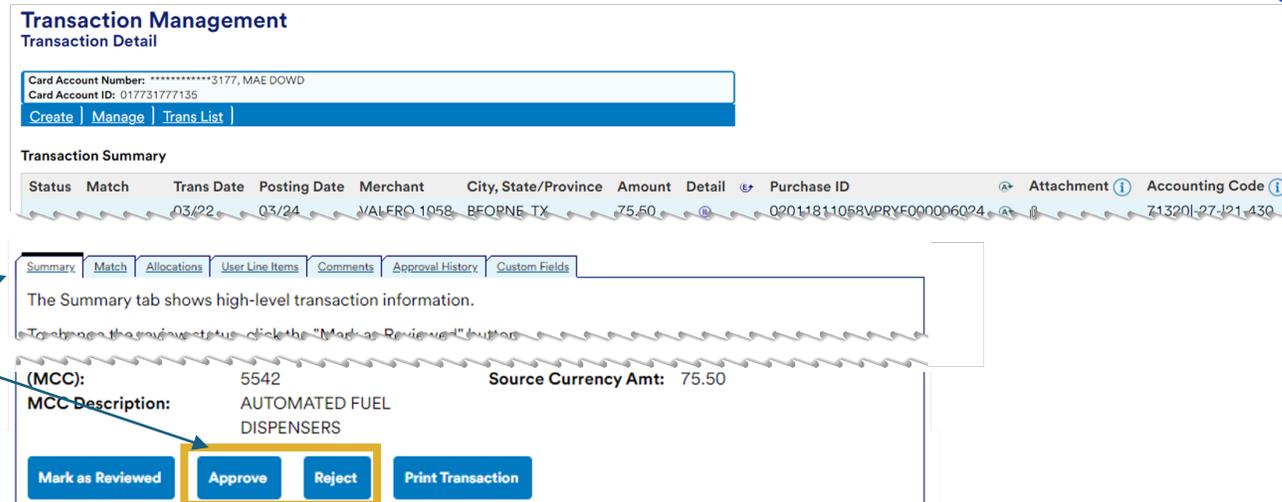
<u>Cardholder Approver</u>	<u>Last Approver</u>	 <u>Pending Approver</u>	<u>Attachment</u>	<u>Comments</u>	<u>Accounting Code</u>
VASQUEZ, BELINDA	VASQUEZ, BELINDA	ANDERSON, PENNY	 		528A5 0162A 10100 C1AX48
VASQUEZ, BELINDA	VASQUEZ, BELINDA	ANDERSON, PENNY	 		528A5 0162A 10100 C1AX48
VASQUEZ, BELINDA	VASQUEZ, BELINDA	ANDERSON, PENNY			528A5 0162A 10100 C1AX48
VASQUEZ, BELINDA	VASQUEZ, BELINDA	ANDERSON, PENNY			528A5 0162A 10100 C1AX48
ZHANG, WEI	ZHANG, WEI	ANDERSON, PENNY			4444 333 55555 91614

Approve or Reject a transaction

Two ways to approve (or reject) a transaction 2

From the Transaction Detail:

Click the *Approve* button on the *Summary* tab.



Transaction Management
Transaction Detail

Card Account Number: *****3177, MAE DOWD
Card Account ID: 01773177135
[Create](#) [Manage](#) [Trans List](#)

Transaction Summary

Status	Match	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Attachment	Accounting Code
		03/22	03/24	VALERO 1058	BOERNE, TX	75.50		02011811058VPRYF000006024		713201-27-121-430

[Summary](#) [Match](#) [Allocations](#) [User Line Items](#) [Comments](#) [Approval History](#) [Custom Fields](#)

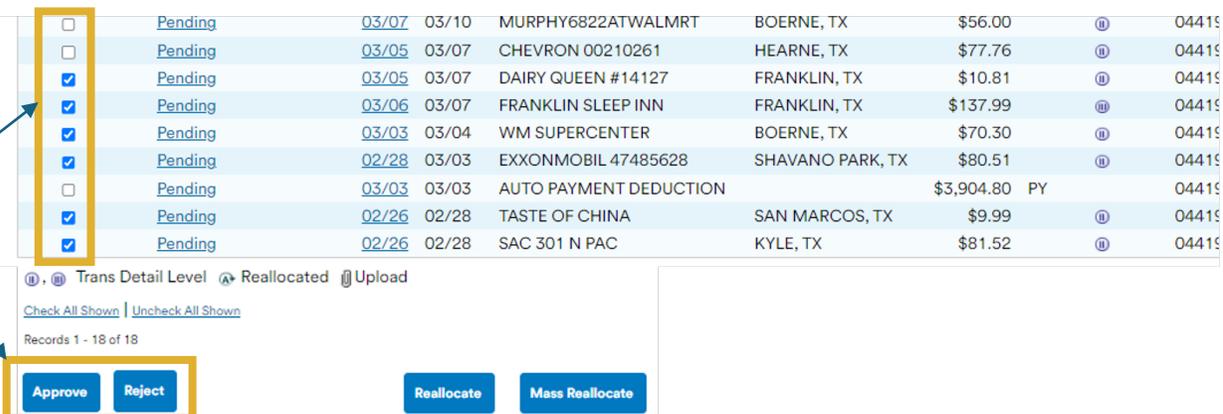
The Summary tab shows high-level transaction information.
To change the review status, click the "Mark as Reviewed" button.

(MCC): 5542 Source Currency Amt: 75.50
MCC Description: AUTOMATED FUEL DISPENSERS

[Mark as Reviewed](#) [Approve](#) [Reject](#) [Print Transaction](#)

From the Approval Queue

Choose transactions using the checkboxes in the *Select* column, then click the *Approve* button below the list.



Select	Status	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Attachment	Accounting Code
<input type="checkbox"/>	Pending	03/07	03/10	MURPHY6822ATWALMRT	BOERNE, TX	\$56.00				04419
<input type="checkbox"/>	Pending	03/05	03/07	CHEVRON 00210261	HEARNE, TX	\$77.76				04419
<input checked="" type="checkbox"/>	Pending	03/05	03/07	DAIRY QUEEN #14127	FRANKLIN, TX	\$10.81				04419
<input checked="" type="checkbox"/>	Pending	03/06	03/07	FRANKLIN SLEEP INN	FRANKLIN, TX	\$137.99				04419
<input checked="" type="checkbox"/>	Pending	03/03	03/04	WM SUPERCENTER	BOERNE, TX	\$70.30				04419
<input checked="" type="checkbox"/>	Pending	02/28	03/03	EXXONMOBIL 47485628	SHAVANO PARK, TX	\$80.51				04419
<input type="checkbox"/>	Pending	03/03	03/03	AUTO PAYMENT DEDUCTION		\$3,904.80	PY			04419
<input checked="" type="checkbox"/>	Pending	02/26	02/28	TASTE OF CHINA	SAN MARCOS, TX	\$9.99				04419
<input checked="" type="checkbox"/>	Pending	02/26	02/28	SAC 301 N PAC	KYLE, TX	\$81.52				04419

[Trans Detail Level](#) [Reallocated](#) [Upload](#)

[Check All Shown](#) | [Uncheck All Shown](#)

Records 1 - 18 of 18

[Approve](#) [Reject](#) [Reallocate](#) [Mass Reallocate](#)



Navigate to the Transaction Detail screen

Records 1 - 5 of 5

[Check All Shown](#) | [Uncheck All Shown](#)

Select	Approval Status	Match	Trans Date	Merchant	City/State	Amount	Detail	Account Number
<input type="checkbox"/>	Pending		05/09	PUMP N PAK	SIOUX FALLS, SD	\$99.00		...4907
<input checked="" type="checkbox"/>	Pending		05/03	PUMP N PAK	SIOUX FALLS, SD	\$78.00		...4907
<input type="checkbox"/>	Pending		04/28	PUMP N PAK	SIOUX FALLS, SD	\$55.00		...4907
<input type="checkbox"/>	Pending		04/27	PUMP N PAK	SIOUX FALLS, SD	\$81.01		...4907
<input type="checkbox"/>	Pending		04/21	THE HOME DEPOT #2825	CHESKA, MN	\$13.40		...1072

Matched Exception Trans Detail Level Reallocated Upload Attachment

[Check All Shown](#) | [Uncheck All Shown](#)

Records 1 - 5 of 5

Approve

Reject

Reallocate

Mass Reallocate

Approve from Transaction Detail 2

Transaction Management Transaction Detail

Card Account Number: *****3177, MAE DOWD
Card Account ID: 017731777135

[Create](#) | [Manage](#) | [Trans List](#)

Transaction Summary

Status	Match	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purch
		03/22	03/24	VALERO 1058	BEORNE, TX	75.50		0201

Freight:

Merchant

Name: VALERO 1058
City, State/Province: BEORNE, TX
Transaction Type: SALES DRAFT
Merchant Category Code (MCC): 5542
MCC Description: AUTOMATED FUEL DISPENSERS

Financial Extract:
General Ledger Extract:
Payment Extract:

Currency
Billing Currency: U.S. Dollar
Source Currency: U.S. Dollar
Source Currency Amt: 75.50

Mark as Reviewed

Approve

Reject

Print Transaction

Approval notes:

Know what your organization requires for review before you approve. Common review items include:

- Basic details (merchant/amount)
- Attachments
- Accounting code allocations
- Description of transaction
- Prior approvals (if applicable)

Approve from Manager Approval Queue2

Records 1 - 5 of 5

[Check All Shown](#) | [Uncheck All Shown](#)

Select	Approval Status	Match	Trans Date	Merchant	City/State	Am
<input type="checkbox"/>	Pending		05/09	PUMP N PAK	SIOUX FALLS, SD	\$
<input type="checkbox"/>	Pending		05/03	PUMP N PAK	SIOUX FALLS, SD	\$
<input type="checkbox"/>	Pending		04/28	PUMP N PAK	SIOUX FALLS, SD	\$
<input type="checkbox"/>	Pending		04/27	PUMP N PAK	SIOUX FALLS, SD	\$
<input type="checkbox"/>	Pending		04/21	THE HOME DEPOT #2825	CHESKA, MN	\$

Matched Exception Trans Detail Level Reallocated Upload Attachments

[Check All Shown](#) | [Uncheck All Shown](#)

Records 1 - 5 of 5

Approval notes:

Know what your organization requires for review before you approve. Common review items include:

- Basic details (merchant/amount)
- Attachments
- Accounting code allocations
- Description of transaction
- Prior approvals (if applicable)



Approve or Final Approve the transaction(s)

Approve and send to the next approver

If you have additional approval levels, select the “I want to forward these transaction(s)...” radio button and click the *Select Approver* link.

Some approvers may already have a default approver’s name displayed.

Transaction Management
Approve Transaction(s)

(+) 7 Transaction(s) to Approve

I approve these transaction(s) and no further approval is needed.

I want to forward these transaction(s) for further approval to:

[Select Approver](#)

Approve **Cancel**

Final Approve as the last workflow step

If you are the final approval level and no other approvals are required, select the “I approve these transaction(s)...” radio button and click *Approve*.

Transaction Management
Approve Transaction(s)

(+) 7 Transaction(s) to Approve

I approve these transaction(s) and no further approval is needed.

I want to forward these transaction(s) for further approval to:

[Select Approver](#)

Approve **Cancel**



Search for an approver

Approve Transaction(s) Search & Select an Approver

Enter the approver's full or partial name, or leave blank to view all users. Then click the "Search" button.

Last Name:

First Name:

Search

[<< Back to Approve Transaction\(s\)](#)

If you do not have a default approver, enter a last name and click the *Search* button, or leave the *Last Name* field blank to see a list of all available approvers.



Select an approver 2

Search & Select an Approver

Enter the approver's full or partial name, or leave blank to view all users. Then click the "Search" button.

Last Name:

First Name:

Search

Please select an approver from the results list below.

Records 1 - 1 of 1

Select	Approver Name	Email Address
<input checked="" type="radio"/>	ADAMS, AMANDA	amanda.adams@acme-corp.com

Records 1 - 1 of 1

Set selection as your default approver

Select Approver

Select your approver from the list.

You also have the option to check the box to make this approver your default approver.

After you select your default, the name will populate automatically each time you approve.

Click the *Select Approver* button.

Submit the transaction for approval

Transaction Management

Approve Transaction(s)

(-) 7 Transaction(s) to Approve

Number of Transactions: 7

Total Dollar Amount: \$644.10

Records 1-7 of 7

Trans Date	Merchant	Amount
03/05	DAIRY QUEEN #14127	\$10.81
03/06	FRANKLIN SLEEP INN	\$137.99
03/03	WM SUPERCENTER	\$70.30
02/28	EXXONMOBIL 47485628	\$80.51
02/26	TASTE OF CHINA	\$9.99
02/26	SAC 301 N PAC	\$81.52
02/21	HOLIDAY INN EXPRESS	\$252.98

I approve these transaction(s) and no further approval is needed.

I want to forward these transaction(s) for further approval to:

ADAMS, AMANDA (User ID: PA1ALLOCATE) [Select Approver](#)

Approve

Cancel

The selected approver displays.

Click *Approve* to complete your approval.

Note that clicking the *plus sign* icon next to *Transactions to Approve* expands the details of the transactions included in this approval.

Reject a transaction, select a reason

Transaction Management Reject Transaction(s)

* = required

Summary of Transactions to be Rejected

Number of
Transactions: 1

Total Dollar Amount: \$15.36

Rejection Reason*

Please select at least one reason why you are rejecting these transactions.

- Incorrect accounting code allocation (Request for user to change allocation)
- Incorrect approver sequence / additional approval needed (Request for user to forward the transaction(s) to appropriate approver(s) in the proper sequence)
- Incorrect or insufficient transaction comment information
- Incorrect or not enough user line item data
- Unauthorized / non-preferred vendor
- Incorrect match
- Other:

If you click **Reject**, the list of rejection reasons will display.

Select the reason or select Other and enter your comments.



Select to whom it should be rejected

Other:

Rejection Destination*

Please select the person you would like to reject (send) these transactions to.

Reject each transaction to its cardholder account

Reject all transactions to an approver: ADAMS, AMANDA [Switch Approver](#)

Reject

Cancel

Select to reject the transaction back to the cardholder or to another approver in the workflow and click *Reject*.

View rejection information

Summary Match Allocations Transaction Line Items User Line Items Tax Data Comments Approval History Custom Fields

The Approval History tab displays approval actions taken on a transaction. To pull this transaction back from

Cardholder Approver: ANDERSON, PENNY

Current Pending Approver: Cardholder

Approval Actions

Approver	Date/Time	Approval Action	Approver Modifications
ANDERSON, PENNY	04/16 06:02	Rejected (1)	
ANDERSON, PENNY	04/16 05:37	Approved	

Key for Rejection Reasons:

- 1 Incorrect accounting code allocation (Request for user to change allocation)
- 2 Incorrect approver sequence / additional approval needed (Request for user to forward the transaction(s)
- 3 Incorrect or insufficient transaction comment information
- 4 Incorrect or not enough user line item data
- 5 Unauthorized / non-preferred vendor
- 6 Incorrect match
- 7 Other

The rejection reason you selected displays to the cardholder on the Approval History tab of the Transaction Detail.

Look at the number next to the word Rejected and match it to the key below.



Success message

Transaction Management Manager Approval Queue

[Trans List](#) > [Manager's Queue](#)

Request has been successfully completed.

Transactions

The following transactions are awaiting your approval. Filter the pending transactions by using any of the search criteria.

Billing Cycle End Date: Approval Status: Transaction Amount: \$

Cardholder Approver: Last Approver:

Pending Approver:

Display Transactions per page

Please select the transactions you would like to approve, reject or reallocate and click the appropriate button. Note: Reallocation can only be done on the selected transactions on this page, not against all transactions on all pages.

If you would like to view or modify specific transaction data, please click on the transaction's approval status, date or accounting code link.

Records 1 - 6 of 6

[Check All Shown](#) | [Uncheck All Shown](#)

Select	Approval Status	Trans Date	Merchant	City/State	Amount	Detail	Account Number	Cardholder Approver	Last Approver	Pending Approver	Att
<input type="checkbox"/>	Pending	03/20	CHICKEN EXPRESS ROCKDALE	ROCKDALE, TX	\$7.48	@	...3177	DOWD, MAE	DOWD, MAE	@ MASON, OLIVER	
<input type="checkbox"/>	Pending	03/21	EL NOPALITO MEXICA	NEW BRAUNFELS, TX	\$10.65	@	...3177	DOWD, MAE	DOWD, MAE	@ MASON, OLIVER	

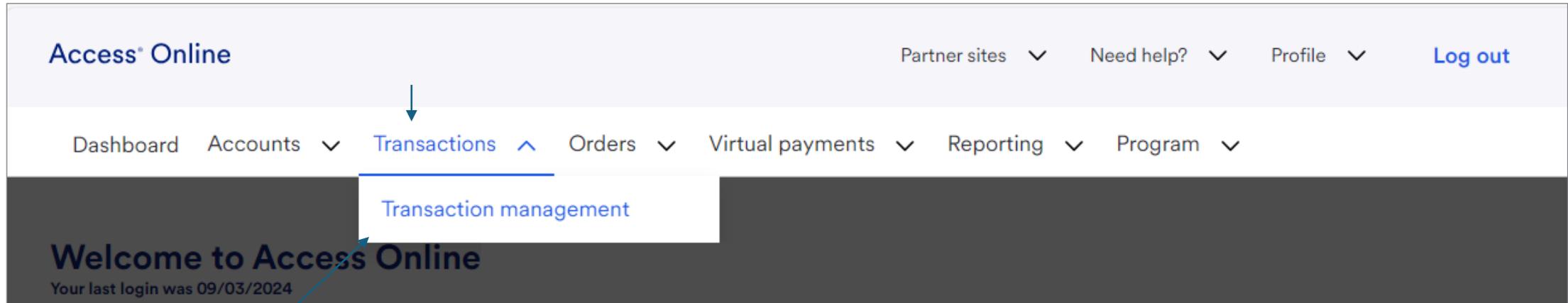
The success message displays.

The transactions approved no longer display on the queue.

Approve all transactions in the queue.

View Manager Approval History

Navigate to Transactions



The screenshot shows the top navigation bar of the 'Access Online' system. The header includes the text 'Access Online' on the left and 'Partner sites', 'Need help?', 'Profile', and 'Log out' on the right. Below this is a main navigation menu with items: 'Dashboard', 'Accounts', 'Transactions', 'Orders', 'Virtual payments', 'Reporting', and 'Program'. The 'Transactions' item is currently selected, indicated by a blue underline and an upward-pointing arrow. A dropdown menu is open under 'Transactions', showing the option 'Transaction management'. A blue arrow points from the 'Transaction management' option in the dropdown to the 'Welcome to Access Online' message in the main content area.

Access Online

Partner sites ▾ Need help? ▾ Profile ▾ Log out

Dashboard Accounts ▾ Transactions ▲ Orders ▾ Virtual payments ▾ Reporting ▾ Program ▾

Transaction management

Welcome to Access Online
Your last login was 09/03/2024

Navigate to the Manager Approval History

Transaction Management

Product: Corporate Card/One Card/Other

Transaction List

View, review, allocate/reallocate and add comments to transaction information.

[View Previous Cycle](#)

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[View Pending Transactions](#)

Presents the pending transactions list.

[View Unmatched Transactions](#)

Presents the unmatched transactions list.

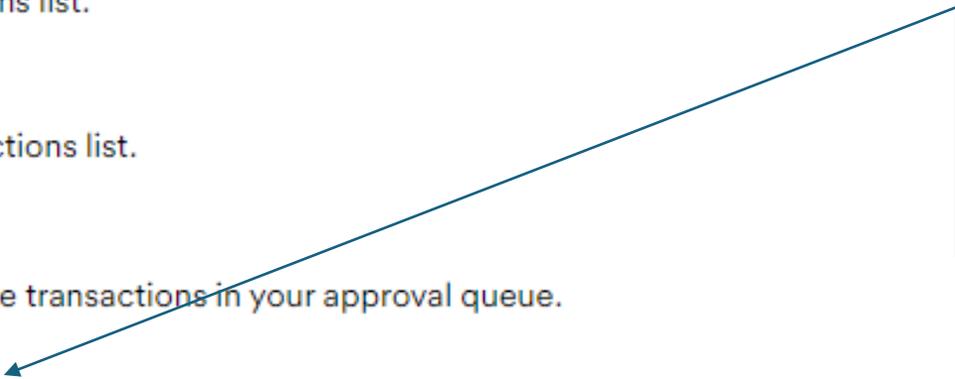
Manager Approval Queue

View, approve, reject, and reallocate transactions in your approval queue.

Manager Approval History

View and pull back transactions previously approved by you.

To view completed approved or rejected transactions, return to the *Transaction Management* main page and select the *Manager Approval History* link.



View a history of approvals

<input type="checkbox"/>	03/18	TEXACO 00305265	\$13.89	...3177	DOWD, MAE	MASON, OLIVER
<input type="checkbox"/>	03/17	MURPHY6822ATWALMRT	\$78.00	...3177	DOWD, MAE	MASON, OLIVER
<input type="checkbox"/>	03/06	JOHNNY REB'S DIXIE CAFE	\$15.36	...3177	DOWD, MAE	MASON, OLIVER
<input type="checkbox"/>	03/06	FRANKLIN SLEEP INN	\$137.99	...3177	DOWD, MAE	MASON, OLIVER
<input type="checkbox"/>	03/05	DAIRY QUEEN #14127	\$10.81	...3177	DOWD, MAE	MASON, OLIVER
<input type="checkbox"/>	03/03	WM SUPERCENTER	\$70.30	...3177	DOWD, MAE	MASON, OLIVER
<input type="checkbox"/>	02/28	EYXONMORIL 47485628	\$80.51	...3177	DOWD, MAE	MASON, OLIVER
<input type="checkbox"/>	02/26	S		...3177	DOWD, MAE	MASON, OLIVER
<input type="checkbox"/>	02/26	T		...3177	DOWD, MAE	MASON, OLIVER
<input type="checkbox"/>	02/21	H		...3177	DOWD, MAE	MASON, OLIVER

Check All Shown | Unch
Records 1 - 19 of 19

Select	Status	Approval Status
<input type="checkbox"/>	®_D	Pulled Back
<input type="checkbox"/>		Approved
<input type="checkbox"/>		Approved
<input type="checkbox"/>		Approved

[Pull Back](#)

If you need to make changes to a transaction, we have a *Pull Back* button that allows you to pull the transaction back from the Approver's queue so that you can edit the information.

Steps to follow:

- Select the transaction to pull back
- **Click the *Pull Back*** button to move it back to your Manager Approval Queue.
- **Make any changes** to attachments, allocations, comments, etc.
- **Reapprove** the transaction to send it back to your Approval History Queue

Note that Pull Back is an optional feature; some organizations may not allow approvers to pull back transactions.



Approved transaction locking

Approval Status	Match	Trans Date	Posting Date	Merchant	Case ID		At
Approved		03/22	03/24	VALER	811058VPRYF000006024		
Approved		03/20	03/24	CHICK			
Approved		03/21	03/24	EL NOP			
Approved		03/20	03/24	EXXON	0000000000000		
Approved		03/20	03/24	EXXON	0000000000000		
Approved		03/19	03/21	AMIG			
Approved		03/20	03/21	FRANK	766401		
Approved		03/19	03/21	SUBW			
Approved		03/18	03/20	M ANE			
Approved		03/18	03/20	AMIG			
Approved		03/18	03/20	SUBW			
Approved		03/18	03/19	TEXAC			
Approved		03/17	03/19	CHICK			
Approved		03/17	03/19	DAIRY			
Approved		03/17	03/18	MURP	7875		
Approved		03/06	03/10	JOHNN			
Approved		03/07	03/10	MURP	0017		
Approved		03/05	03/07	CHEV			
Approved		03/05	03/07	DAIRY			
Approved		03/06	03/07	FRANK	31745		
Approved		03/03	03/04	WM SU	111126		
Approved		02/28	03/03	EXXON	0000000000000		

When a transaction is approved, the transaction “locks” for that approver. While it is in the next approver’s queue, it can be pulled back.

After the final approver has final approved it or sent it to the next level of approval, it can’t be pulled back.

Your organization has chosen a specific time frame after the cycle end date for transactions to lock, and no more changes can be made to transactions.

Locking allows for data to be exported or codified for auditing purposes.

US Bank Contact Info: 877-887-9260

Reasons to contact US Bank :

- Lost or stolen
- Potential Fraud
- Purchase is declined (once you find out the reason of your purchase being declined, please reach out to your PCard Administrator)

*****You are required to answers a series of questions for authentication*****

Ex: Last 4 digits of your SS# (Use the last 4 digits of your Core employee ID number)

Address of Pcard (Use 61 Woodland Street, Hartford CT 06105)

Phone Associate with Pcard (use your Business phone)

Credit limit on your Pcard (Your credit limit is located on the Dashboard of your Pcard portal)



Institutional P-Card Administrators

CT State

Robin Peters

Robin.peters@ct.edu

860-723-0136

ECSU

Darren Nosal

nosald@easternct.edu

860-465-5730

CCSU

Sedina Begic

sedina.begic@ccsu.edu

860-832-2537

SCSU

Robin Kenefick

kenefickr1@southernct.edu

203-392-5266

COSC

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