Paperless P-Card Program
Isaac Balasundaram

Current P-Card Workflow

Stage 1: Receipt Imaging
- Allows users to upload receipts for their transactions to the bank’s system.
- Imaged documents can be seen by Approvers and Admin users in the bank’s system (P-Card Auditors, Grants and Contracts and Internal Audit)
- Features:
  - Users can email/fax/scan receipts to the system.
  - Both picture and non-picture files accepted.
  - Storage: 2 years. Export feature allows for image extraction.

Implementation Timeline
- Pilot Training Session
  - October 17, 2014
- General Training Sessions
  - November 3rd and November 4th.
  - 7-1 hour sessions available through My Learning Connection.
  - Weekly open lab sessions.
- First month of use
  - November 2014 transactions due by December 15th.

Categories for Receipt Imaging
- Travel transactions:
  - Hotels
  - Airlines including checked baggage receipts
  - Airport shuttle
- Food:
  - Restaurants/itemized receipt
  - PayPal transactions
- Transactions that violate policy
- Transactions with missing receipt form
- Grant P-Card Documentation

Stage 2: Online Approval
- The Online Approval module will allow approvers to electronically approve P-Card transactions/statements.
- Features:
  - Approvals can be done via email notifications as well.
  - New monthly statement will include a column showing approval is complete.
  - Approvers can delegate approval authority to others.
Email Approval

Implementation Timeline
- Training sessions
  - Week of November 17th
  - Open lab sessions.
- First month of use
  - November 2014 transactions due by December 15th.

Proposed P-Card Workflow