

Monthly P-Card Expense Report Checklist

	Check your budget in Banner (FGIBDST) to ensure funds are available in your FOAPL.
	Report name is in correct format: Month, Year, "P-Card" (Ex: May 2023 P-Card)
	Start and end dates are the first and last days of the month. (Ex: 05/01/2023 to 05/31/2023)
	Upload monthly statement to the expense report.
	Upload receipts and backup documentation to each transaction.
	Use the description field - while some receipts are self-explanatory, others require more clarification as to what was purchased & why.
	Ensure merchants honored CCRI's Tax Exempt # (if applicable).
	Complete P-Card Expense Report (including all approvals) by the 10th of the month.
	Visit www.ccri.edu/pcard if you have further questions or need to report an issue.

To Report Loss, Theft, or Fraud



Customer Service
1-800-316-6056

Access Code:

last 4 digits of telephone # provided on application

Secondary Access Code:

last 4 digits of Banner ID