

Oracle – Process a Personal Charge on P-Card

Effective December 1, 2022

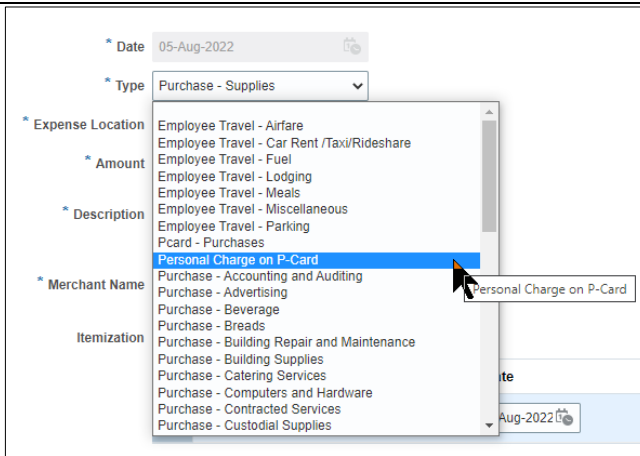
Purchasing Cards (P-Cards) are issued to employees by the Institution upon completion of a user agreement. Your Institution's P-Card User Agreement can be found below:

- [Champlain](#)
- [Middlebury](#)
- [St. Michael's](#)

Understanding that mistakes happen, we have created this process to guide the repayment of an accidental personal charge. Please note that repeated offense may result in the loss of your P-Card privilege.

All personal charges must be submitted on an Expense Report.

This user guide assumes that the employee understands how to enter an Expense Report.

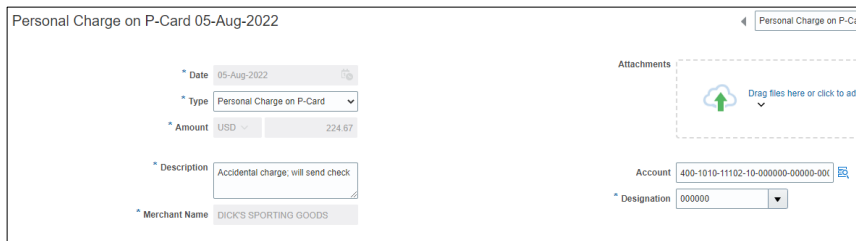


The screenshot shows the Oracle Expense Report form with the following fields and values:

- Date: 05-Aug-2022
- Type: Purchase - Supplies
- Expense Location: A dropdown menu is open, showing various categories. 'Personal Charge on P-Card' is highlighted in blue.
- Amount: (blank)
- Description: (blank)
- Merchant Name: (blank)
- Itemization: (blank)

On the Expense Item, select Type **Personal Charge on P-Card**

If only a portion of a charge was personal in nature, see itemization information below.



The screenshot shows the Oracle Expense Report form for a 'Personal Charge on P-Card' with the following fields and values:

- Date: 05-Aug-2022
- Type: Personal Charge on P-Card
- Amount: USD 224.67
- Description: Accidental charge; will send check
- Merchant Name: DICK'S SPORTING GOODS
- Account: 400-1010-11102-10-000000-00000-000
- Designation: 000000

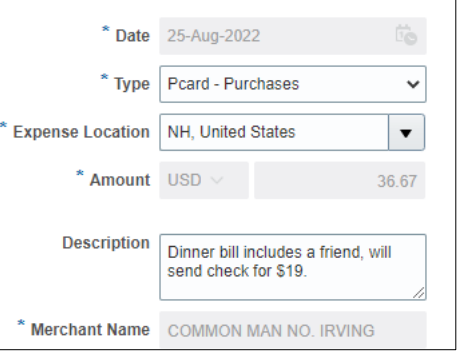
Do not change the EDORDA.

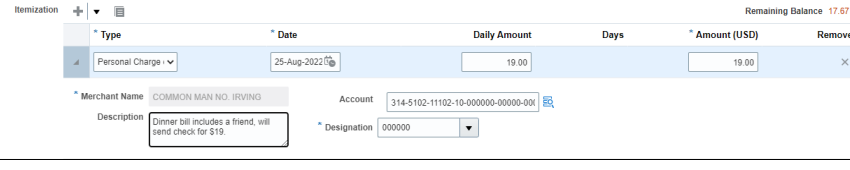
Do not enter a number in the Designation field.

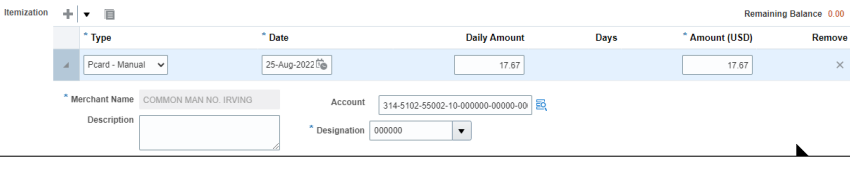
A receipt is not required for this charge.

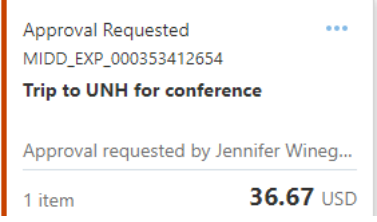
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 <p>* Date: 25-Aug-2022</p> <p>* Type: Pcard - Purchases</p> <p>* Expense Location: NH, United States</p> <p>* Amount: USD 36.67</p> <p>Description: Dinner bill includes a friend, will send check for \$19.</p> <p>* Merchant Name: COMMON MAN NO. IRVING</p>	<p>For <i>partial</i> personal charges (i.e. Dined with a friend while traveling for school business) use the expense Type Pcard – Purchases</p> <p>Do not change the EDORDA.</p> <p>Do not enter a number in the Designation field.</p>
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 <p>Itemization table:</p> <table border="1"> <thead> <tr> <th>Type</th> <th>Date</th> <th>Daily Amount</th> <th>Days</th> <th>Amount (USD)</th> <th>Remove</th> </tr> </thead> <tbody> <tr> <td>Personal Charge</td> <td>25-Aug-2022</td> <td>19.00</td> <td></td> <td>19.00</td> <td>X</td> </tr> </tbody> </table> <p>* Merchant Name: COMMON MAN NO. IRVING * Account: 314-5102-11102-10-000000-00000-000 * Designation: 000000</p>	Type	Date	Daily Amount	Days	Amount (USD)	Remove	Personal Charge	25-Aug-2022	19.00		19.00	X	<p>In the Itemization section, select the Type Personal Charge on P-Card and enter the amount to be repaid.</p> <p>Do not change the EDORDA.</p> <p>Do not enter a number in the Designation field.</p>
Type	Date	Daily Amount	Days	Amount (USD)	Remove								
Personal Charge	25-Aug-2022	19.00		19.00	X								

 <p>Itemization table:</p> <table border="1"> <thead> <tr> <th>Type</th> <th>Date</th> <th>Daily Amount</th> <th>Days</th> <th>Amount (USD)</th> <th>Remove</th> </tr> </thead> <tbody> <tr> <td>Pcard - Manual</td> <td>25-Aug-2022</td> <td>17.67</td> <td></td> <td>17.67</td> <td>X</td> </tr> </tbody> </table> <p>* Merchant Name: COMMON MAN NO. IRVING * Account: 314-5102-55002-10-000000-00000-000 * Designation: 000000</p>	Type	Date	Daily Amount	Days	Amount (USD)	Remove	Pcard - Manual	25-Aug-2022	17.67		17.67	X	<p>Add a second line for the business portion of the expense.</p> <p>Modify the EDORDA as usual for the expense.</p> <p>If charging to a Designation make sure the number is also in the Designation field.</p>
Type	Date	Daily Amount	Days	Amount (USD)	Remove								
Pcard - Manual	25-Aug-2022	17.67		17.67	X								

 <p>Approval Requested MIDD_EXP_000353412654 Trip to UNH for conference Approval requested by Jennifer Wineg... 1 item 36.67 USD</p>	<p>Complete and Submit the expense report as usual.</p> <p>Note the expense report number and add it to the Memo line of your check.</p>
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<p>Where to send your check:</p> <p>Champlain College: Champlain College Attn: Student Accounts 163 S Willard Burlington, VT 05402</p> <p>Middlebury: Middlebury College Controller's Office Marble Works Suite G01 Middlebury, VT 05753</p> <p>St. Michael's College: Saint Michael's College Finance Department – Box 274 One Winooski Park Colchester, VT 05439</p>	<p>Send a check for the personal charge amount to the address for your Institution.</p> <p>Do not send a check to JP Morgan!</p>
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