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.

<table>
<thead>
<tr>
<th>All personal charges must be submitted on an Expense Report.</th>
<th>This user guide assumes that the employee understands how to enter an Expense Report.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Date</th>
<th>05-Aug-2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
<td>Purchase - Supplies</td>
</tr>
<tr>
<td>Expense Location</td>
<td>Employee Travel - Airfare, Employee Travel - Car Rent/Taxi/Wiress, Employee Travel - Fuel, Employee Travel - Lodging, Employee Travel - Meals, Employee Travel - Miscellaneous, Employee Travel - Parking, Food - Purchases</td>
</tr>
<tr>
<td>Amount</td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td>Personal Charge on P-Card</td>
</tr>
<tr>
<td>Merchant Name</td>
<td></td>
</tr>
<tr>
<td>Itemization</td>
<td></td>
</tr>
</tbody>
</table>

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.

Do not change the EDORDA.

Do not enter a number in the Designation field.

A receipt is not required for this charge.
For partial personal charges (i.e. Dined with a friend while traveling for school business) use the expense Type **Pcard – Purchases**

Do not change the EDORDA.

Do not enter a number in the Designation field.

In the Itemization section, select the Type **Personal Charge on P-Card** and enter the amount to be repaid.

Do not change the EDORDA.

Do not enter a number in the Designation field.

Add a second line for the business portion of the expense.

Modify the EDORDA as usual for the expense.

If charging to a Designation make sure the number is also in the Designation field.

Complete and Submit the expense report as usual.

Note the expense report number and add it to the Memo line of your check.
Where to send your check:

**Champlain College:**
Champlain College  
Attn: Student Accounts  
163 S Willard  
Burlington, VT 05402

**Middlebury:**
Middlebury College  
Controller's Office  
Marble Works Suite G01  
Middlebury, VT 05753

**St. Michael's College:**
Saint Michael’s College  
Finance Department – Box 274  
One Winooski Park  
Colchester, VT 05439

Send a check for the personal charge amount to the address for your Institution.

Do not send a check to JP Morgan!