



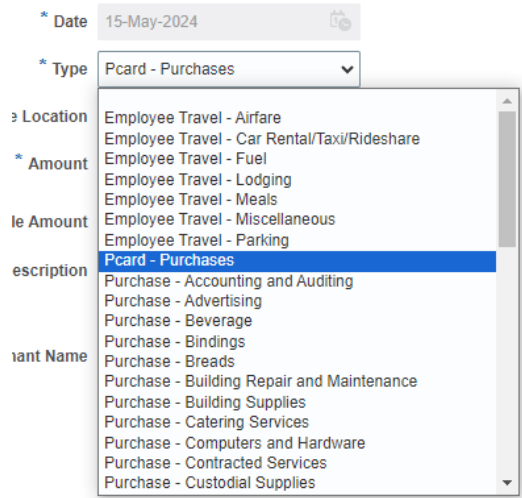
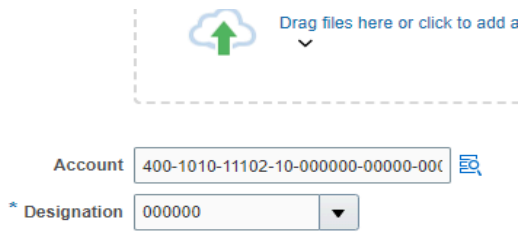
# Oracle – Process a Personal Charge on P-Card

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](#)

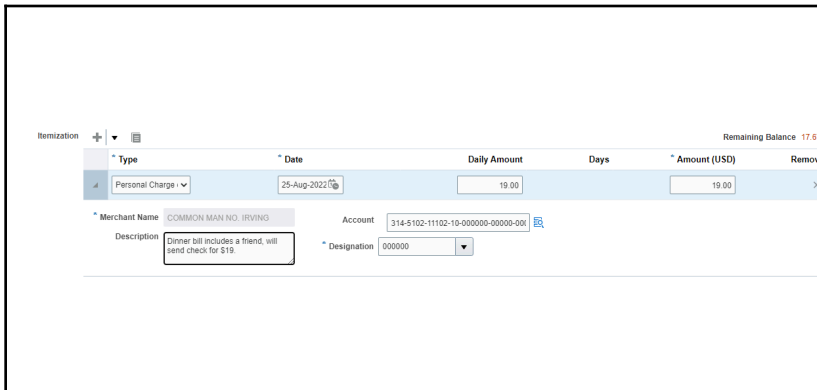
Understanding that mistakes happen, we have created this process to guide the repayment of an accidental personal charge. Please note that repeated offense may result in the loss of your P-Card privilege.

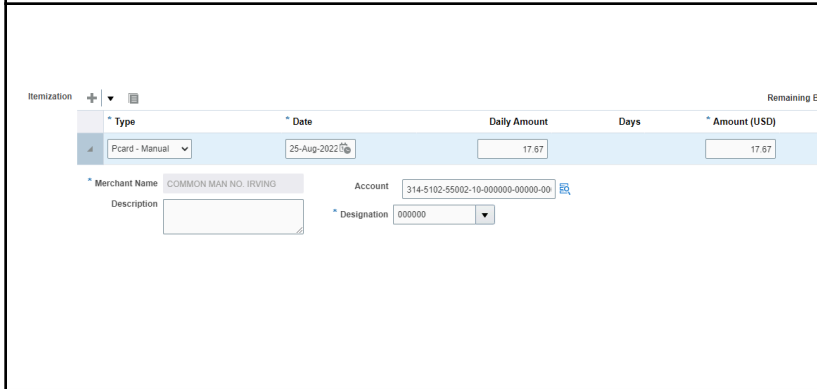
<p>All personal charges must be submitted on an Expense Report.</p>	<p>This user guide assumes that the employee understands how to enter an Expense Report.</p>
	<p>On the Expense Item, select Type <b>P-Card Purchase</b></p> <p>If only a portion of a charge was personal in nature, see itemization information below.</p>
	<p>Change the EDORDA to: 400-1010-11102-10-000000-00000-000-0</p> <p>Do not enter a number in the Designation field.</p> <p>A receipt is not required for this charge.</p>

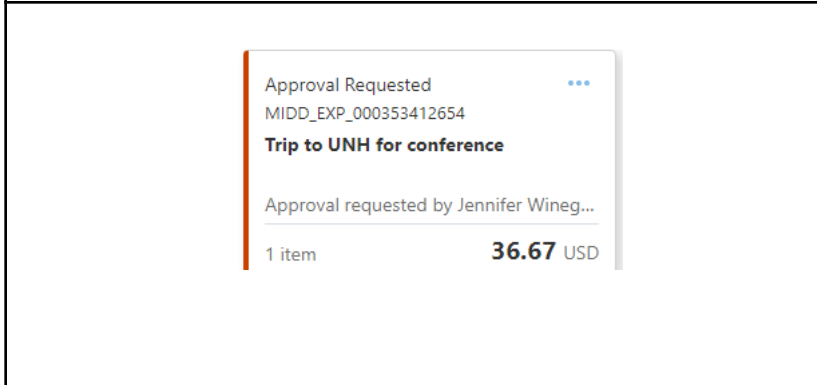
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<p>* Date 25-Aug-2022</p> <p>* Type Pcard - Purchases</p> <p>* Expense Location NH, United States</p> <p>* Amount USD 36.67</p> <p>Description Dinner bill includes a friend, will send check for \$19.</p> <p>* Merchant Name COMMON MAN NO. IRVING</p>	<p>For <i>partial</i> personal charges (i.e. Dined with a friend while traveling for school business) use the expense Type <b>Pcard – Purchases</b></p> <p>Do not change the EDORDA.</p> <p>Do not enter a number in the Designation field.</p>
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	<p>In the Itemization section, select the Type <b>P-Card Manual</b> and enter the amount to be repaid.</p> <p>Use EDORDA: 400-1010-11102-10-000000-00000-000-0</p> <p>Do not enter a number in the Designation field.</p>
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	<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>
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	<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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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!