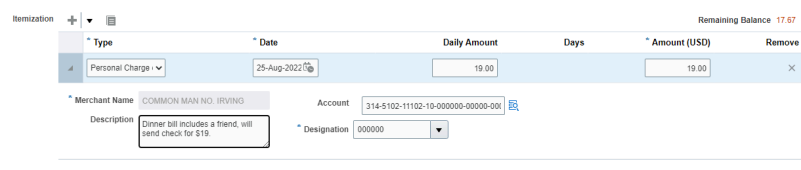
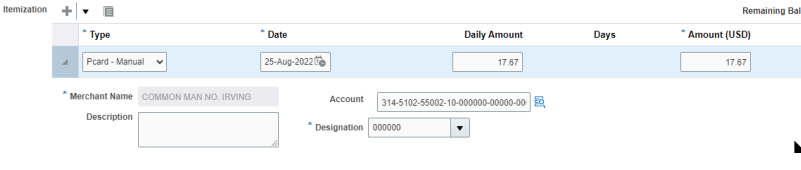


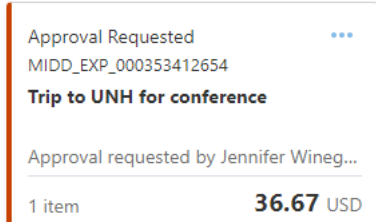
Oracle – Process a Personal Charge on P-Card

Effective Jul 15, 2024

<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>In the Itemization section, select the Type P-Card Manual 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>Add the Expense report number on 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!