

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

| personal charge. Please note that repeated offense may result in the loss of your P-Card privilege. | |
|---|--|

| All P Card charges including personal o | must be submitted on an Expense Report charges made on a P Card by mistake. | This user guide assumes that the employee understands how to enter an Expense Report. |
|--|---|---|
| LVLT | | |
| * Date | 15-May-2024 | On the Expense Item, select Type P-Card Purchase |
| * Туре | Pcard - Purchases | |
| ∍ Location * Amount | Employee Travel - Airfare Employee Travel - Car Rental/Taxi/Rideshare Employee Travel - Fuel Employee Travel - Fuel | If only a portion of a charge was personal in nature, see itemization information below. |
| | Employee Travel - Looging Employee Travel - Meals | |
| le Amount | Employee Travel - Miscellaneous | |
| | Employee Travel - Parking Pcard - Purchases | |
| escription | Purchase - Accounting and Auditing | |
| | Purchase - Advertising Purchase - Beverage | |
| iant Name | Purchase - Beredrage Purchase - Bindings Purchase - Beads Purchase - Building Repair and Maintenance Purchase - Building Supplies Purchase - Catering Services Purchase - Computers and Hardware Purchase - Contracted Services Purchase - Custodial Supplies | |
| | Drag files here or click to add a | Take note of the EDORDA you charge this expense to. This EDORDA will need to be included with the check you send to the controller's office. |
| Account 400-1010-11102-10-000000-00000-000 | | |
| * Designation 000000 | | |
| | | |



Effective Jul 15, 2024

| * Date | 25-Aug-2022 |
|---------------------------|--|
| * Type * Expense Location | Pcard - Purchases |
| * Amount | USD ~ 36.67 |
| Description | Dinner bill includes a friend, will send check for \$19. |
| * Merchant Name | COMMON MAN NO. IRVING |

| Iterritation | Common Mark NO. IRVINO Personal Charge Common Mark NO. I | In the Itemization section, select the Type P-Card Manual and enter the amount to be repaid. Use EDORDA: 400-1010-11102-10-000000-00000-000-0 Do not enter a number in the Designation field. |
|--------------|---|--|
| Itemization | Type Date Daily Amount Days * Amount (USD) Pard - Manual Z5-Aug-2020% 17.67 17.67 17.67 17.67 * Merchant Name COMMON MAN NO. IRVING Account 314-5102-55002-10-00000-0000-00 | 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. |
| | Approval Requested •••• MIDD_EXP_000353412654 Trip to UNH for conference Approval requested by Jennifer Wineg 1 item 36.67 USD | Complete and Submit the expense report as usual. Add the Expense report number on the Memo line of your check. |



| Where to send your check: | |
|------------------------------|--------------------------------------|
| | Send a check for the personal charge |
| Champlain College: | amount to the address for your |
| Champlain College | Institution. |
| Attn: Student Accounts | |
| 163 S Willard | |
| Burlington, VT 05402 | |
| | Do not send a check to JP Morgan! |
| 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 | |