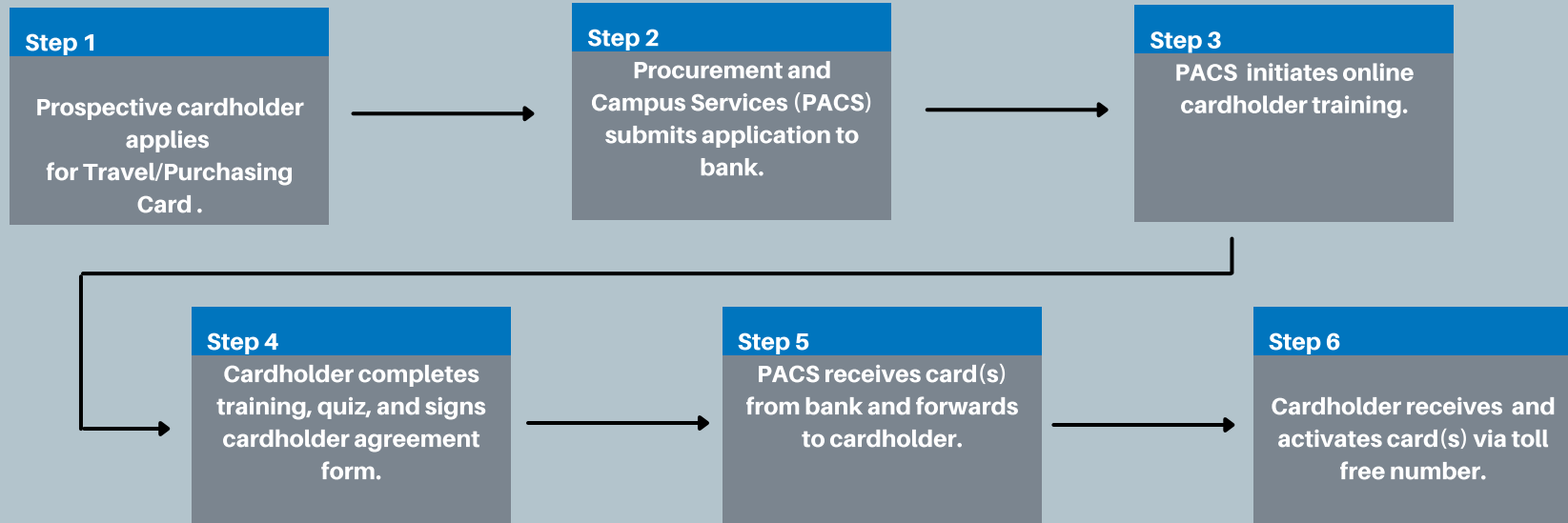


# P'card and Travel Application and Issue:



## Useful Information:

Cardholder must honor Master Contracts and adhere to university standards as defined in the Purchasing Card Training and the Purchasing Card User's Guide



### Financial Operations confirms:

- \*timely reconciliation of transactions
- \*upload of appropriate receipts
- \*utilization of master contracts
- \*appropriate use of the card



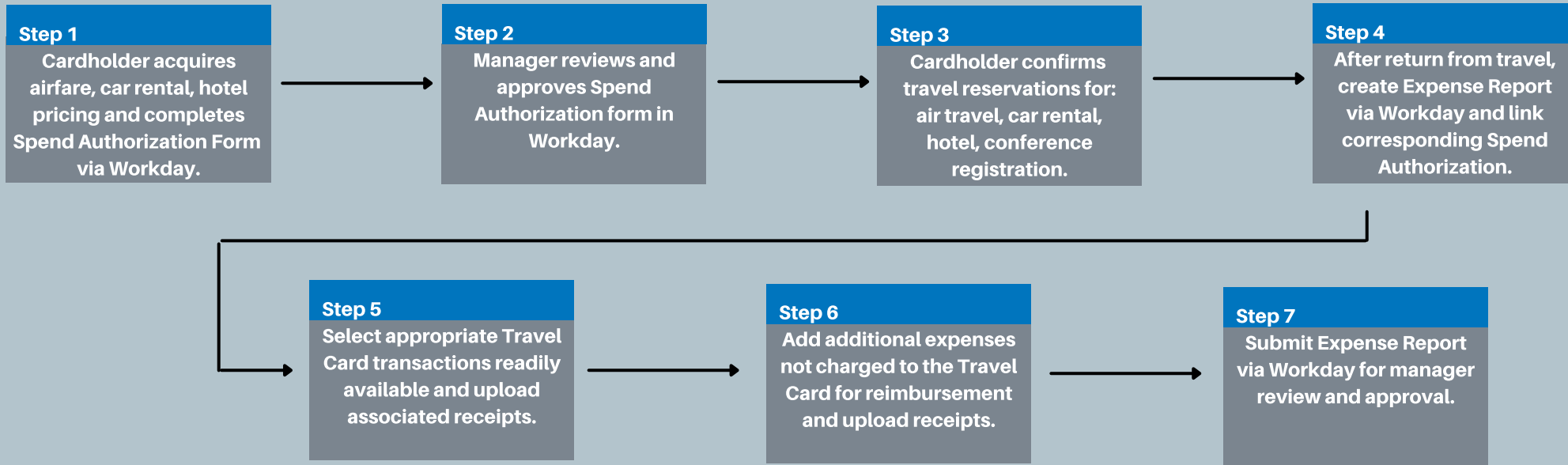
Transaction verification and expense reporting is completed in Workday. Instructions can be found on Workday Finance Training webpage



**BENTLEY UNIVERSITY**

Procurement and Campus Services

# Travel Card Use and Reconciliation:



# Purchasing Card Reconciliation:

