




Printing Procurement Card Statements

When you are finished reconciling your charges, print the transaction detail report. Both the Cardholder and Approving Official must sign the report. Attach all backup documentation in the same order as it appears on the transaction detail report and submit to the Accounts Payable department by the 5th day of the following month.

ProCard Adjustment

Business Unit: SACST **Name:** JOHNSON, ARDENE

Invoice: PC02060019 **Invoice Date:** 02/17/2006 **Total:** 644.91  [Process Monitor](#)




Transactions [Find](#) | [View All](#) First  1 of 4  Last









Vendor Name: SACRAMENTO WDU00003236 **State:** CA

Transaction Date: 12/27/2005 **Merchandise Amt:** 325.84

Description:

Fixed Asset Tax Disputed

Distribution [Customize](#) | [Find](#) | [View 1](#) |  First  1-2 of 2  Last

	<u>*Account</u>	<u>*Fund</u>	<u>*DeptID</u>	<u>Class</u>	<u>Distrib. Amt.</u>		
1	<input type="text" value="660003"/> 	<input type="text" value="MDR01"/> 	<input type="text" value="53700"/> 	<input type="text" value="0786A"/> 	<input type="text" value="225.84"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
2	<input type="text" value="660003"/> 	<input type="text" value="MDS01"/> 	<input type="text" value="53700"/> 	<input type="text" value=""/> 	<input type="text" value="100.00"/>	<input type="button" value="+"/>	<input type="button" value="-"/>



Select the printer icon to make a hardcopy of your transaction detail report.

Then select the [Process Monitor](#) link to retrieve the report.

Process List **Server List**

View Process Request For

User ID: CROSSNOJ Type: Last: 5 Days

Server: Name: Instance: to

Run Status: Distribution Status: Save On Refresh

Process List Customize | Find | View All | First 1 of 1 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	93862		SQR Report	SACPO03B CROSSNOJ	04/19/2006 1:51:47PM PDT	Success	Posted	Details	

[Go back to ProCard Adjustment](#)

[Process List](#) | [Server List](#)

Once the Distribution Status indicates "Posted," select the [Details](#) link.

Process Detail

Process

Instance: 93862 **Type:** SQR Report
Name: SACPO03B **Description:** ProCard Statement
Run Status: Success **Distribution Status:** Posted

Run

Run Control ID: 002
Location: Server
Server: PSUNX
Recurrence:

Update Process

- Hold Request
- Queue Request
- Cancel Request
- Delete Request
- Restart Request

Date/Time

Request Created On: 04/19/2006 1:51:47PM PDT
Run Anytime After: 04/19/2006 1:51:47PM PDT
Began Process At: 04/19/2006 1:52:11PM PDT
Ended Process At: 04/19/2006 1:52:24PM PDT

Actions

[Parameters](#) Transfer
[Message Log](#)
Batch Timings
[View Log/Trace](#)

OK

Cancel

Select the [View Log/Trace](#) link.

View Log/Trace

Report

Report ID: 58374 **Process Instance:** 93862 [Message Log](#)
Name: SACPO03B **Process Type:** SQR Report
Run Status: Success

ProCard Statement

Distribution Details

Distribution Node: F8SACDVL **Expiration Date:**

File List

Name	File Size (bytes)	Datetime Created
Message Log	1,733	04/19/2006 1:52:24.000000PM PDT
sacpo03b_93862.PDF	3,511	04/19/2006 1:52:24.000000PM PDT
Trace File	221	04/19/2006 1:52:24.000000PM PDT

Distribute To

Distribution ID Type	*Distribution ID
User	CROSSNOJ

[Return](#)

Select the [PDF](#) link to access your monthly report.

Procurement Card Statement

California State University, Sacramento												
ProCard Statement												
Business Unit: SACST					Invoice Number: PC02060019							
Account Name: ARDENE JOHNSON 916/278-6242					Invoice Date: February 17, 2006							
					Total Amount: \$ 644.91							
Tran Dt	Vendor	Line Amt	Description	Fund	Dept	Class	Amount	Restrictions	Upd By	Upd Dt	ST	Disputed
			Distrib Ln# Acct									
12/27/05	SACRAMENTO WDU00003236	325.84		1 660003	MDS01	53700	0786A	225.84	T	CROSSNOJ	04/19/06	CA
				3 660003	MDR01	53700		100.00				
								Total Distribution				
								325.84				
01/11/06	THE HOME DEPOT 4616	64.27		1 660003	MDR01	53700	0786A	64.27		SJOHNS	03/23/06	CA
								Total Distribution				
								64.27				
01/17/06	THE HOME DEPOT 4616	192.74		1 660003	MDR01	53700	0786A	192.74		SJOHNS	03/23/06	CA
								Total Distribution				
								192.74				
01/20/06	CAPITAL SAND AND GRAVEL	62.06		1 660003	MDR01	53700	0786A	62.06		SJOHNS	03/23/06	CA
								Total Distribution				
								62.06				

Restricted Items:
F = Fixed Assets

P = Printing/Promo
 1. Equipment purchases that fall into the following categories should be noted:
 1. Printing & Duplicating Services/Promotional Items require pre-approval from Publications Dept.