



**Samford
University.**

PCARD REPORTING

REGIONS INTERSECT

<https://intersect.regions.com>

Regions Intersect Mobile provides administrators and cardholders with access from any mobile device, allowing you to stay on top of requests and tasks. The user-friendly platform is optimized to your mobile web browser, delivering virtually all the same functionality that is available through your computer. Simply go to <https://intersect.regions.com>

Transaction Maintenance: Processing Regions Intersect Transactions

The **Transaction Maintenance** module allows you to process and submit transactions for approval through Regions Intersect, as well as set financial codes for your organization.

Through **Transaction Maintenance**, referred to as **Transaction Maint**, you can:

- View and print statements
- Code transactions
- Submit transactions for approval
- Review and approve transactions, if applicable
- Create and edit financial codes
- Assign financial codes
- Create and maintain a fiscal calendar

- **CARDHOLDER SELECTS BOX UNDER REV.**
- **APPROVER SELECTS BOX UNDER APP.**
- ****ACTIVITY CODES ARE NOT USED BY ALL CARHOLDERS**
- **IF THE TRANSACTION IS NOT VALID CARDHOLDER STILL HAS TO COMPLETE THEIR REVIEW.**
- **PLEASE CONTACT THE PURCHASING OFFICE @ 205-726-2917 OR 205-726-4084 TO REPORT ANY DISCREPENCIES.**
- **ANY MISSING OR LOST RECEIPT MUST HAVE THE MISSING OR LOST RECEIPT FORM SIGNED BY THEIR SUPERVISOR PRIOR TO LOADING.**
- **FORMS LOCATED ON WWW.SAMFORD.EDU/PURCHASING/FORMS**
- **CARDHOLDER/APPROVER MUST SELECT SAVE PRIOR TO LEAVING PAGE.**
- **PASSWORDS ARE VALID FOR 6 MONTHS. CARDHOLDERS ARE NOT ABLE TO REUSE A PREVIOUS PASSWORD.**
- **PLEASE CONTACT THE PURCHASING OFFICE WITH ANY QUESTIONS. 205-726-2916 / 205-726-4084**



REGIONS

Username

Password [Show](#)

Organization ID

Remember me

[Log In](#)

[Register](#)

[Forgot Username](#) | [Forgot Password](#)

[Browser Requirements](#) | [Privacy Policy](#) | [Contact Us](#)

Hello, Julie

Username JMyers
 Org Group Samford
 Role Program Admin
 Last Login 10/10/2017

My Links

[Card Account Management \(443\)](#)
[User Accounts \(365\)](#)
[Financial Code Profiles \(99\)](#)
[Security Manager Manage Notifications \(82\)](#)
[Report Wizard \(42\)](#)

Announcements

[New\(0\)](#) [Old\(1\)](#) [Manage Announcements](#)

There are currently no new announcements

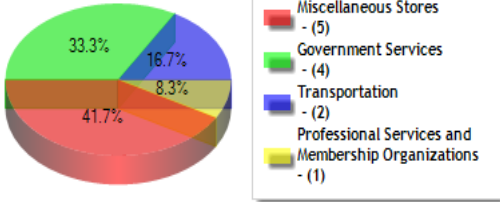
Cardholder Information

Account

Account Information

Credit Limit	20,000.00
# of Transactions in Current Cycle	3
# of Unreviewed Transactions in Last 30 Days	5

MCC Summary (last 30 days)



Miscellaneous Stores	- (5)
Government Services	- (4)
Transportation	- (2)
Professional Services and Membership Organizations	- (1)

Recent Activity [\(show\)](#)

Quick Links

[Manage Transactions](#)
[Unreviewed Transactions](#)
[View Statements](#)
[Change My Password Options](#)
[Create a Transaction Envelope](#)
[Recent Activity](#)

CLICK TO VIEW TRANSACTIONS

Inbox

[0 Inbox Items](#)
 (Require(s) Attention)

Reports

[Transaction Report](#)
[Account Report](#)

Transactions Search Criteria: Select search criteria and click on Search for results. For All transactions for the selected date range click on Search.

Date Range: Billing Cycle 9/30/2017 - 10/10/2017

My Cards

Hierarchy:

within level SAMFORD UNIVERSITY
9213001

**SYSTEM DEFAULTS TO CURRENT BILLING CYCLE.
YOU WILL NEED TO SELECT THE CYCLE THAT HAS TRANSACTIONS FOR YOU TO
REVIEW/ APPROVE.**

Search Criteria			
Actions	Search Term	Filter Type	Value
	Account Number Last 4	Equal To	8773
Account	Starts With	<input type="text"/>	<input type="button" value="Add"/> <input type="button" value="Reset"/>

Search

Transactions Summary (Payments Excluded)

Show Summary

Save Reset Cancel

Financial Codes: View Hide

Transactions

Select a row to perform an action

Records per page 100

<input type="checkbox"/>	<input type="checkbox"/> Rev	<input type="checkbox"/> App 1	Post Date	Trans Date	Act# 4	Name	Employee Id	Merchant	Billing Amount	Billing Currency	Envelope	Split	Disputed	Receipt?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10/2/2017	9/28/2017	8773	SUN, MONICA		AGENT FEE 8900713602304	5.00	USD				

Account 711800	Index TRAVEL	Activity
-------------------	-----------------	----------

Notes

Transactions Search Criteria: Select search criteria and click on Search for results. For All transactions for the selected date range click on Search.

Date Range: Billing Cycle | 9/30/2017 - 10/10/2017

My Cards

Hierarchy:



within level SAMFORD UNIVERSITY
9213001

“IF YOU ARE AN APPROVER” : SELECT MY CARDS TO VIEW YOUR TRANSACTIONS .

Search Criteria

Actions	Search Term	Filter Type	Value
	Account Number Last 4	Equal To	8773

Account ▼ Starts With ▼ Add Reset

Search

Transactions Summary (Payments Excluded)

[Show Summary](#)

Save Reset Cancel

Financial Codes: View Hide

Transactions

Select a row to perform an action

◀ 1 ▶

Records per page 100 ▼

<input type="checkbox"/>	<input type="checkbox"/> Rev	<input type="checkbox"/> App.1	Post Date	Trans Date	Act#-4	Name	Employee Id	Merchant	Billing Amount	Billing Currency	Envelope	Split	Disputed	Receipt?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10/2/2017	9/28/2017	8773	SUN, MONICA		AGENT FEE 8900713602304	5.00	USD				

Account 711800	Index TRAVEL	Activity
-------------------	-----------------	----------

Notes

Transactions Search Criteria: Select search criteria and click on Search for results. For All transactions for the selected date range click on Search.

Date Range: My Cards

Hierarchy:

 within level SAMFORD UNIVERSITY
9213001

**IF YOU ARE AN APPROVER OF OTHER CARDHOLDERS
TRANSACTIONS, THE HEIRARCHY WILL SHOW ALL OF THE
CARDS THAT YOU ARE TO APPROVE.**

Search Criteria			
Actions	Search Term	Filter Type	Value
	Account Number Last 4	Equal To	8773

Transactions Summary (Payments Excluded)[Show Summary](#) Financial Codes: View Hide**Transactions**

Select a row to perform an action

< 1 >

Records per page

<input type="checkbox"/>	<input type="checkbox"/> Rev	<input type="checkbox"/> App.1	Post Date	Trans Date	Act#-4	Name	Employee Id	Merchant	Billing Amount	Billing Currency	Envelope	Split	Disputed	Receipt?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10/2/2017	9/28/2017	8773	SUN, MONICA		AGENT FEE 8900713602304	5.00	USD				

Account	Index	Activity
<input type="text" value="711800"/>	<input type="text" value="TRAVEL"/>	<input type="text"/>

Notes

Save Reset Cancel

Financial Codes: View Hide

ALLOWS CARDHOLDER TO SELECT ACCOUNT CODES

Transactions

Merchant Details Spending Details Transaction Details Split Transaction Copy Financial Codes Clear Financial Codes Copy Notes Clear Notes

1

Rev... Ap...

Account

711605

Notes

Account

711605

Notes

Account

711605

Notes

Account

710070

OFF CAMPUS STORAGE UNIT# 1090

Regions :: Financial Codes - Internet Explorer

https://intersect.regions.com/expenseManager/1 Regions Financial C...

Profile: All Available Profiles Override

Code: Description: Search

Financial Codes (Account)

1

Code	Description	Status
595010	595010	Active
710000	Accounting & Auditing Fees	Active
710001	Accreditation	Active
710005	Athletic Officials	Active
710010	Consulting Fees	Active
710015	Custody Fees	Active
710020	Employee Screening	Active
710022	Safety Screening-rebate	Active
710025	Employment Agency	Active

Employee Id Merchant

STAPLS7184257402000001

STAPLS7182883425001001

STAPLS7184351493000001

PUBLIC STORAGE 07011

Actions	Search Term	Filter Type	Value
- No search terms have been added. -			
Account	Starts With		<input type="button" value="Add"/> <input type="button" value="Reset"/>

IF AN ACTIVITYCODE IS USED YOU CAN CHOOSE FROM THIS LIST NOT EVERY USER WILL NEED ACTIVITY CODES**

Transactions Summary (Payments Excluded)

[Show Summary](#)

Financial Codes: View Hide

Transactions

[Merchant Details](#) [Billing Details](#) [Transaction Details](#) [Split Transaction](#)

Rev	App	Post Date	Trans Date	Act#
<input type="checkbox"/>	<input type="checkbox"/>	10/2/2017	9/30/2017	9993
Account		Index	Activity	
<input type="text" value="711605"/>		<input type="text" value="POSTAX"/>	<input type="text"/>	

Notes

Rev	App	Post Date	Trans Date	Act#
<input type="checkbox"/>	<input type="checkbox"/>	10/4/2017	10/3/2017	9993
Account		Index	Activity	
<input type="text" value="711605"/>		<input type="text" value="POSTAX"/>	<input type="text"/>	

Notes

Rev	App	Post Date	Trans Date	Act#
<input type="checkbox"/>	<input type="checkbox"/>	10/4/2017	10/3/2017	9993
Account		Index	Activity	
<input type="text" value="711605"/>		<input type="text" value="POSTAX"/>	<input type="text"/>	

Notes

Rev	App	Post Date	Trans Date	Act#
<input type="checkbox"/>	<input checked="" type="checkbox"/>	10/4/2017	10/2/2017	3953
Account		Index	Activity	
<input type="text" value="710070"/>		<input type="text" value="BUSSVC"/>	<input type="text"/>	

OFF CAMPUS STORAGE UNIT# 1090 ACCOUNT 24449198

Regions :: Financial Codes - Internet Explorer

https://intersect.regions.com/expenseManager/1 Identified by VeriSign

Profile: Override

Code: Description:

Financial Codes (Activity)

Code	Description	Status
1450	Development Fundraising (Larry)	Active
3008	NCAA	Active
3009	SoCon	Active
3010	Game Day Expenses	Active
3011	Golf - Men	Active
3012	Athletics Broadcasting	Active
3013	Golf - Women	Active
3014	Soccer	Active
3015	Game Travel Expenses	Active
3016	Softball	Active

Transactions Search Criteria: Select search criteria and click on Search for results. For All transactions for the selected date range click on Search.

Date Range: Billing Cycle 9/30/2017 - 10/10/2017

My Cards

Search Criteria			
Actions	Search Term	Filter Type	Value
- No search terms have been added. -			
Account	Starts With		<input type="text"/>

Search

Transactions Summary (Payments Excluded)

TRANSACTION MANAGEMENT OPTIONS

[Show Summary](#)

Financial Codes: View Hide

Transactions

- Merchant Details
- Billing Details
- Transaction Details
- Split Transaction
- Copy Financial Codes
- Clear Financial Codes
- Copy Notes
- Clear Notes
- Manage Receipt(s)

<< 1 >> Records per page 100

<input type="checkbox"/>	<input type="checkbox"/> Rev	<input type="checkbox"/> App.1	Post Date	Trans Date	Act#-4	Name	Employee Id	Merchant	Billing Amount	Billing Currency	Envelope	Split	Disputed	Receipt?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10/2/2017	9/30/2017	9993	MYERS, JULIE		STAPLS7184257402000001	48.90	USD				

Account 711605	Index POSTAX	Activity
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1. CLICKING IN THIS AREA SHOWS OPTIONS FOR TRANSACTION MANAGEMENT

Notes

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10/4/2017	10/3/2017	9993	MYERS, JULIE		STAPLS7182683425001001	(22.41)	USD				
--------------------------	--------------------------	--------------------------	-----------	-----------	------	--------------	--	------------------------	---------	-----	--	--	--	--

Account 711605	Index POSTAX	Activity
-------------------	-----------------	----------

Notes

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10/1/2017	10/2/2017	9993	MYERS, JULIE		STAPLS7184257402000001	26.45	USD				
--------------------------	--------------------------	--------------------------	-----------	-----------	------	--------------	--	------------------------	-------	-----	--	--	--	--

Transactions Search Criteria: Select search criteria and click on Search for results. For All transactions for the selected date range click on Search.

Date Range: Billing Cycle 9/30/2017 - 10/10/2017

My Cards

Search Criteria

Actions	Search Term	Filter Type	Value
- No search terms have been added. -			

Account Starts With

Search

Transactions Summary (Payments Excluded)

TRANSACTION MANAGEMENT OPTIONS

[Show Summary](#)

Financial Codes: View Hide

Transactions

[Merchant Details](#) [Billing Details](#) [Transaction Details](#) [Split Transaction](#) [Copy Financial Codes](#) [Clear Financial Codes](#) [Copy Notes](#) [Clear Notes](#) [Manage Receipt\(s\)](#)

< 1 >

Records per page 100

<input type="checkbox"/>	<input type="checkbox"/> Rev	<input type="checkbox"/> App.1	Post Date	Trans Date	Act#-4	Name	Employee Id	Merchant	Billing Amount	Billing Currency	Envelope	Split	Disputed	Receipt?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10/2/2017	9/30/2017	9993	MYERS, JULIE		STAPLS7184257402000001	48.90	USD				
			Account	Index	Activity									
			711605	POSTAX										



1. CLICKING IN THIS AREA SHOWS OPTIONS FOR TRANSACTION MANAGEMENT.

2. UPLOAD RECEIPT OPTION AFTER RECEIPT IS UPLOADED "SELECT CLOSE". TRANSACTIONS ARE NOW VISIBLE TO COMPLETE REVIEW.

Notes

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10/4/2017	10/3/2017	9993	MYERS, JULIE		STAPLS7182683425001001	(22.41)	USD				
			Account	Index	Activity									
			711605	POSTAX										

Notes

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10/1/2017	10/2/2017	9993	MYERS, JULIE		STAPLS7181251102000001	26.45	USD				
--------------------------	--------------------------	--------------------------	-----------	-----------	------	--------------	--	------------------------	-------	-----	--	--	--	--

Transactions Search Criteria: Select search criteria and click on Search for results. For All transactions for the selected date range click on Search.

Date Range: Billing Cycle 9/30/2017 - 10/10/2017

My Cards

Hierarchy:
within level SAMFORD UNIVERSITY
9213001

Search Criteria			
Actions	Search Term	Filter Type	Value
	Account Number Last 4	Equal To	8773
Account	Starts With	<input type="text"/>	<input type="button" value="Add"/> <input type="button" value="Reset"/>

Search

Transactions Summary (Payments Excluded)

Show Summary

Save Reset Cancel

Financial Codes: View Hide

Transactions

- Merchant Details
- Billing Details
- Transaction Details
- Split Transaction
- Copy Financial Codes
- Clear Financial Codes
- Copy Notes
- Clear Notes
- Manage Receipt(s)

< 1 >

<input type="checkbox"/>	<input type="checkbox"/> Rev	<input type="checkbox"/> App 1	Post Date	Trans Date	Act#-4	Name	Employee Id	Merchant	Billing Amount
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10/2/2017	9/28/2017	8773	SUN, MONICA		AGENT FEE 8900713607	5.00

Account 711800	Index TRAVEL	Activity
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Notes

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10/2/2017	9/28/2017	8773	SUN, MONICA		AGENT FEE 8900713606144	5.00
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Account 711800	Index TRAVEL	Activity
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Notes

SHOWING STEP 2
LOADING RECEIPTS

MANAGE
RECEIPTS

CLICK IN THIS AREA TO ENABLE
THE TABS ABOVE TO SHOW.

- MERCHANT DETAILS
- BILLING DETAILS
- TRANSACTION DETAILS
- SPLIT TRANSACTION
- COPY OF FINANCIAL CODES
- CLEAR FINANCIAL CODES
- COPY NOTES
- CLEAR NOTES
- MANAGE RECEIPTS



click on Search for results. For All transactions for the selected date range click on Search.

Upload Receipt(s)

Valid file types are: DOC, DOCX, PDF, TIFF, JPEG, GIF, PNG, BMP.
The maximum size allowed for all uploaded files is 4096 KB.

Select File to Upload:



SELECT YOUR FILE TO UPLOAD.

Upload Receipt(s)



CLICK TO UPLOAD YOUR RECEIPT.

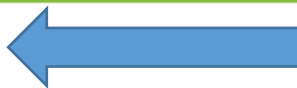
Faxed Receipts

No Faxed Receipts Found

Uploaded Receipts

No Uploaded Receipts Found

Close



SELECT CLOSE AFTER UPLOAD IS COMPLETE.

Filter Type	Value
Equal To	8773

Add Reset

Transaction Details Split Transaction

Trans Date	Act#-4
9/28/2017	8773

SUN, MONICA AGENT FEE 8900713602304 .5.00

Billing Currency	Envelope
USD	

Transactions Search Criteria: Select search criteria and click on Search for results. For All transactions for the selected date range click on Search.
Date Range:
My Cards

Search Criteria			
Actions	Search Term	Filter Type	Value
- No search terms have been added. -			
<input type="text" value="Account"/>	<input type="text" value="Starts With"/>	<input type="text"/>	<input type="button" value="Add"/> <input type="button" value="Reset"/>

Transactions Summary (Payments Excluded)

TRANSACTION MANAGEMENT OPTIONS

[Show Summary](#)

Financial Codes: View Hide

Transactions

- Merchant Details
- Billing Details
- Transaction Details
- Split Transaction
- Copy Financial Codes
- Clear Financial Codes
- Copy Notes
- Clear Notes
- Manage Receipt(s)

Records per page

<input type="checkbox"/>	<input type="checkbox"/> Rev	<input type="checkbox"/> App 1	Post Date	Trans Date	Act#-4	Name	Employee Id	Merchant	Billing Amount	Billing Currency	Envelope	Split	Disputed	Receipt?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10/2/2017	9/30/2017	9993	MYERS, JULIE		STAPLS7184257402000001	48.90	USD				
			<input type="text" value="711605"/>	<input type="text" value="POSTAX"/>	<input type="text"/>									

Notes **3. BUSINESS PURPOSE IS TO BE ENTERED IN THE NOTES SECTION ONLY.**

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10/4/2017	10/3/2017	9993	MYERS, JULIE		STAPLS7182883425001001	(22.41)	USD				
			<input type="text" value="711605"/>	<input type="text" value="POSTAX"/>	<input type="text"/>									

Notes

Transactions Search Criteria: Select search criteria and click on Search for results. For All transactions for the selected date range click on Search.

Date Range:

My Cards

Search Criteria			
Actions	Search Term	Filter Type	Value
- No search terms have been added. -			
Account	Starts With	<input type="text"/>	<input type="button" value="Add"/> <input type="button" value="Reset"/>

4. CLICK BOX UNDER REVIEW TO COMPLETE YOUR TRANSACTION REVIEW. . HIT SAVE BEFORE LEAVING THIS PAGE *******

Transactions Summary (Payments Excluded)

[Show Summary](#)

Financial Codes: View Hide

Transactions

[Merchant Details](#)
[Billing Details](#)
[Transaction Details](#)
[Split Transaction](#)
[Copy Financial Codes](#)
[Clear Financial Codes](#)
[Copy Notes](#)
[Clear Notes](#)
[Manage Receipt\(s\)](#)

Records per page

<input type="checkbox"/>	<input type="checkbox"/> Rev	<input type="checkbox"/> App 1	Post Date	Trans Date	Act#-4	Name	Employee Id	Merchant	Billing Amount	Billing Currency	Envelope	Split	Disputed	Receipt?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10/2/2017	9/30/2017	9993	MYERS, JULIE		STAPLS7184257402000001	48.90	USD				
			Account	Index	Activity									
			<input type="text" value="711605"/>	<input type="text" value="POSTAX"/>	<input type="text"/>									

Notes

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10/4/2017	10/3/2017	9993	MYERS, JULIE		STAPLS7182683425001001	(22.41)	USD				
			Account	Index	Activity									
			<input type="text" value="711605"/>	<input type="text" value="POSTAX"/>	<input type="text"/>									

Notes

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10/1/2017	10/2/2017	9993	MYERS, JULIE		STAPLS7184257402000001	26.45	USD				
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Transactions Search Criteria: Select search criteria and click on Search for results. For All transactions for the selected date range click on Search.

Date Range: Billing Cycle | 9/30/2017 - 10/10/2017

My Cards

**PLEASE SELECT "SAVE" FOR EACH TRANSACTION.
INFORMATION WILL NOT BE STORED WITHOUT SAVING.**

Search Criteria			
Actions	Search Term	Filter Type	Value
- No search terms have been added. -			
Account	Starts With		<input type="text"/>

Search

Transactions Summary (Payments Excluded)

[Show Summary](#)

Financial Codes: View Hide

Transactions

[Merchant Details](#) | [Billing Details](#) | [Transaction Details](#) | [Split Transaction](#) | [Copy Financial Codes](#) | [Clear Financial Codes](#) | [Copy Notes](#) | [Clear Notes](#) | [Manage Receipt\(s\)](#)

Records per page 100

<input type="checkbox"/>	<input type="checkbox"/> Rev	<input type="checkbox"/> App 1	Post Date	Trans Date	Act#-4	Name	Employee Id	Merchant	Billing Amount	Billing Currency	Envelope	Split	Disputed	Receipt?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10/2/2017	9/30/2017	9993	MYERS, JULIE		STAPLS7184257402000001	48.90	USD				
Account			Index	Activity										
711605			POSTAX											
Notes														
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10/4/2017	10/3/2017	9993	MYERS, JULIE		STAPLS7182883425001001	(22.41)	USD				
Account			Index	Activity										
711605			POSTAX											
Notes														
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10/4/2017	10/3/2017	9993	MYERS, JULIE		STAPLS7182883425001001	(22.41)	USD				

WHAT A COMPLETED
TRANSACTION REVIEW
LOOKS LIKE

TRANSACTION REVIEW IS COMPLETE

- REVIEW BOX IS CHECKED UNDER REV
- BLUE CHECK MARK SHOWS THAT RECEIPT IS LOADED
- BUSINESS PURPOSE IS ENTERED IN NOTES SECTION

<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10/4/2017	10/2/2017	3953	MYERS, JULIE	PUBLIC STORAGE 07011	257.00	USD	<input checked="" type="checkbox"/>
Account	Index	Activity								
710070	BUSSVC									
OFF CAMPUS STORAGE UNIT# 1090 ACCOUNT 24*****										

WHAT A COMPLETED APPROVAL LOOKS LIKE

USER HAS REVIEWED

**COMPLETED APPROVAL
SUPERVISOR WILL SEE ALL INFORMATION
REQUIRED**

- REV BOX CHECKED BY CARDHOLDER
- BUSINESS PURPOSE LOADED ON NOTES LINE WITH SUFFICIENT DETAIL TO SUPPORT TRANSACTION.
- BLUE CHECK MARK INDICATING RECEIPT HAS BEEN LOADED FOR THE TRANSACTION.

The screenshot shows a transaction approval interface. At the top, there is a header bar with a green line. Below it, a transaction summary line contains the following information: a checkbox, a date '8/7/2017', another date '8/4/2017', a number '9993', a name 'MYERS, JULIE', a card number 'STAPLS7180868874000001', a amount '55.30', and a currency 'USD'. Below this is a form with three input fields: 'Account' (containing '711605'), 'Index' (containing 'POSTAX'), and 'Activity' (empty). Below the form is a text area containing the text 'tape , markers, mailing supplies for post office'. A blue checkmark is visible at the end of the transaction summary line. Blue callout lines connect the text in the list above to the 'REV BOX' (checkbox), the 'Activity' field, and the blue checkmark.

BUSINESS PURPOSE LISTED BY CARDHOLDER MUST CONTAIN SUFFICIENT INFORMATION FOR YOUR APPROVAL.

APPROVERS SHOULD NOT APPROVE IF THE CARDHOLDER HAS NOT COMPLETED THEIR REVIEW.

- **CARDHOLDER SELECTS BOX UNDER REV.**
- **APPROVER SELECTS BOX UNDER APP.**
- ****ACTIVITY CODES ARE NOT USED BY ALL CARHOLDERS**
- **IF THE TRANSACTION IS NOT VALID CARDHOLDER STILL HAS TO COMPLETE THEIR REVIEW.**
- **PLEASE CONTACT THE PURCHASING OFFICE @ 205-726-2917 OR 205-726-4084 TO REPORT ANY DISCREPENCIES.**
- **ANY MISSING OR LOST RECEIPT MUST HAVE THE MISSING OR LOST RECEIPT FORM SIGNED BY THEIR SUPERVISOR PRIOR TO LOADING.**
- **FORMS LOCATED ON WWW.SAMFORD.EDU/PURCHASING/FORMS**
- **CARDHOLDER/APPROVER MUST SELECT SAVE PRIOR TO LEAVING PAGE.**
- **PASSWORDS ARE VALID FOR 6 MONTHS. CARDHOLDERS ARE NOT ABLE TO REUSE A PREVIOUS PASSWORD.**
- **PLEASE CONTACT THE PURCHASING OFFICE WITH ANY QUESTIONS. 205-726-2916 / 205-726-4084**

Samford University

Purchasing Card (PCARD) Program

B. Terms & Conditions

1. The Cardholder shall only use the PCARD for legitimate University business purposes.
2. The Cardholder shall not use the PCARD to purchase goods or services that benefit themselves, a member of their family, or an individual or business with whom they are associated. (See the University's Conflict of Interest policy (4.08))
3. The Cardholder shall not assign their PCARD to another individual.
4. The Cardholder shall safeguard their PCARD and card number at all times.
5. The Cardholder shall abide by the University's policies for Reimbursement for Travel Expenses (4.09) and Reimbursement of Entertainment and Guest Expense (4.18) when using a PCARD for travel related purchases.
6. The Cardholder shall not split a single transaction into smaller transactions to circumvent the single transaction limit.
7. The Cardholder shall not use their PCARD for the following prohibited transactions:
 - Alcoholic beverages or any substance, material, or service that violates University policies or procedures or State of Alabama laws or regulations.
 - ATM disbursements
 - Capital expenditures
 - Cash advances
 - Charitable Contributions
 - Computer hardware and software
 - Gift cards
 - Traveler's checks
 - Utilities
8. The Cardholder shall maintain adequate documentation for each PCARD transaction, including but not limited to, receipts, invoices, packing slips, and confirmation e-mails. Receipts must be itemized with an adequate description of each item purchased. If the Cardholder does not have a receipt then they must complete and submit a Missing Receipt Form in place of the actual receipt. The documentation should be filed by month with the PCARD statement. While the documentation is in the Cardholder's possession, he/she must provide detailed information upon request to any one or all of the following persons: the Department Approver, the PCARD Program Administrator, the Departmental Vice President, the Internal Auditor, the General Counsel, or any other person designated by the President.
9. The Cardholder shall inform merchants of the sales tax exemption status for the University prior to making a purchase.

10. The Cardholder shall upload all documentation to the Regions Bank system each month (see separate instructions).
11. The Cardholder shall review their transactions and provide a business purpose for each one on a monthly basis.
12. The Approver shall review transactions on all cards assigned to their supervision and approve them on a monthly basis.
13. The Cardholder shall abide by any other rules or regulations established by their Approver relating to the use of the PCARD, provided such rules or regulations do not violate or circumvent the University policies and procedures, state, or federal law.

C. Audits

The PCARD Program Administrator shall perform regular audits of card transactions. He/she shall issue a Letter of Notice to the Cardholder for any violations of the Terms & Conditions in this policy and procedure manual. The first Letter of Notice shall serve as a warning. A second consecutive Letter of Notice shall result in an immediate 30-day suspension of card privileges. A third consecutive Letter of Notice shall result in an immediate 90-day suspension of card privileges. Continued violations may result in termination of card privileges, suspension or termination of employment, and, if necessary, legal action by the University to collect amounts owed by the cardholder.

IV. Monthly Procedures

A. Uploading Receipts

Cardholders must upload documentation supporting their PCARD transactions to the Regions Intersect card management site <http://intersect.regions.com> on a monthly basis. They will be required to log in to the site with a user id and password assigned by Regions Bank. Cardholders may direct any questions to the PCARD Program Administrator.

B. Cardholder Transaction Review

Cardholders must provide a business purpose for each PCARD transaction. Business purposes should provide an adequate description of the items purchased and their intended use. Cardholders should not use generic descriptions such as "supplies". They should enter the business purposes in the Regions Intersect site when they upload their documentation.

C. Approver Transaction Review

Approvers are required to review transactions on all PCARDs assigned to their supervision each month by logging in to the Regions Intersect site. They should review the business purposes provided and either approve or disapprove each transaction.

Samford University

Purchasing Card (PCARD) Program

B. Terms & Conditions

1. The Cardholder shall only use the PCARD for legitimate University business purposes.
2. The Cardholder shall not use the PCARD to purchase goods or services that benefit themselves, a member of their family, or an individual or business with whom they are associated. (See the University's Conflict of Interest policy (4.08))
3. The Cardholder shall not assign their PCARD to another individual.
4. The Cardholder shall safeguard their PCARD and card number at all times.
5. The Cardholder shall abide by the University's policies for Reimbursement for Travel Expenses (4.09) and Reimbursement of Entertainment and Guest Expense (4.18) when using a PCARD for travel related purchases.
6. The Cardholder shall not split a single transaction into smaller transactions to circumvent the single transaction limit.
7. The Cardholder shall not use their PCARD for the following prohibited transactions:
 - Alcoholic beverages or any substance, material, or service that violates University policies or procedures or State of Alabama laws or regulations.
 - ATM disbursements
 - Capital expenditures
 - Cash advances
 - Charitable Contributions
 - Computer hardware and software
 - Gift cards
 - Traveler's checks
 - Utilities
8. The Cardholder shall maintain adequate documentation for each PCARD transaction, including but not limited to, receipts, invoices, packing slips, and confirmation e-mails. Receipts must be itemized with an adequate description of each item purchased. If the Cardholder does not have a receipt then they must complete and submit a Missing Receipt Form in place of the actual receipt. The documentation should be filed by month with the PCARD statement. While the documentation is in the Cardholder's possession, he/she must provide detailed information upon request to any one or all of the following persons: the Department Approver, the PCARD Program Administrator, the Departmental Vice President, the Internal Auditor, the General Counsel, or any other person designated by the President.
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