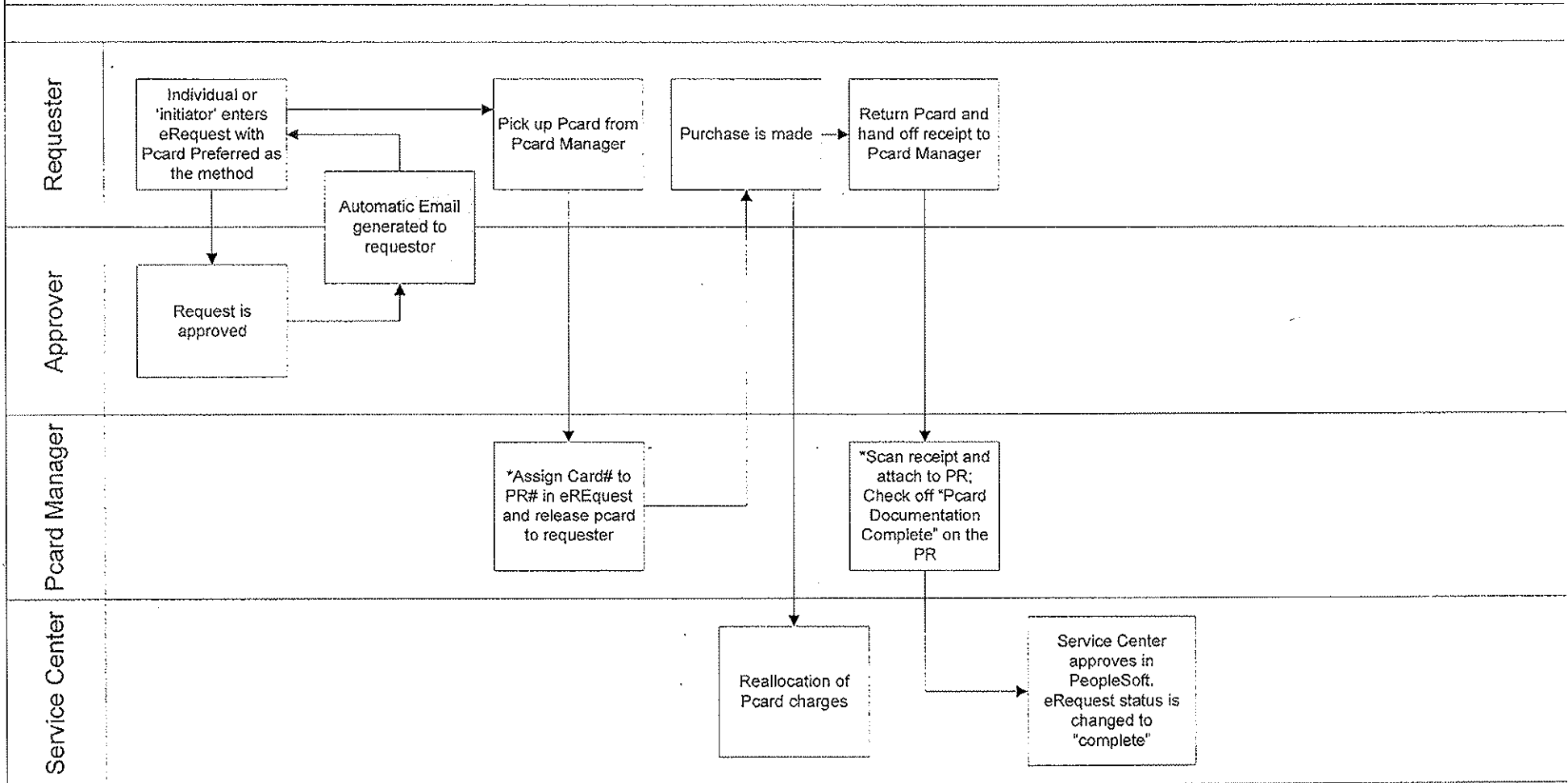


Procurement Card "Pre-Approval" Sample Flow



***Notes:**

- 1) The action of the Pcard Manager assigning the Card # to the PR# before releasing a card and marking "Pcard Documentation Complete" once the Pcard is returned replaces the need to maintain a Pcard log. Dept holds onto original receipts for 60 days and then may destroy them.
- 2) If the eRequest resulted in multiple merchants to fulfill original request, the Pcard Manager may send multiple receipts per a single PR#.