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#.