

FAST Pcard How-To Sheets

Approving Pcard Reconciliation

This how-to sheet outlines the steps required for approvers to approve monthly Pcard reconciliations.

Important!

- Approval is required within 5 business days of receiving the notification of the pending approval.

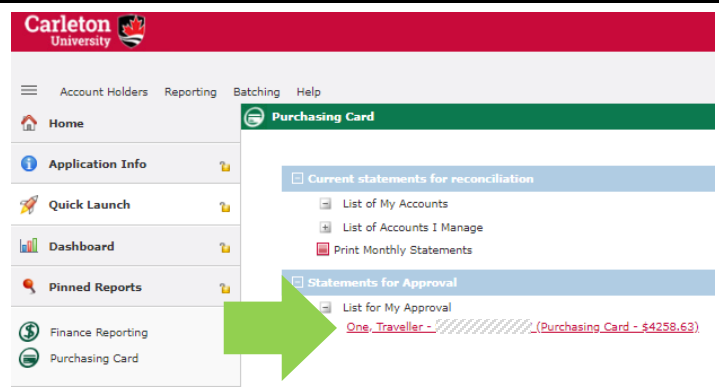
Related policy:

- [The Procurement Card Policy](#) is listed alphabetically on the [University Secretariat's policy page](#).

Last updated March 5, 2024.

- From the FAST Purchasing Card application landing page, you will see the complete list of Pcards that you must approve monthly.

Click on the card listed under 'List for My Approval' that you wish to review & approve.



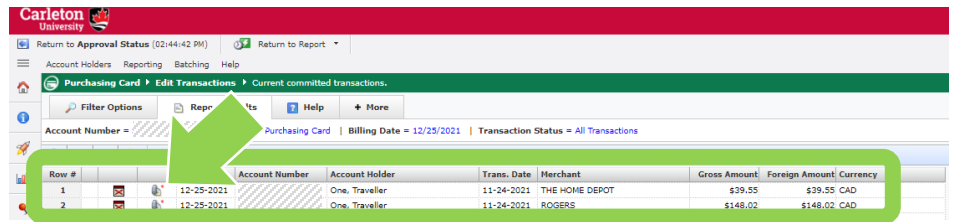
- Click on the red total in the 'Balance' column.

Row #	Billing Date	Source	Account Number	Account Holder	Balance
1	12-25-2021	Purchasing Card			\$4,258.63

3. Review the statement and supporting documentation in accordance with university policies.

NOTE: Due to system limitations, Pcard holders are not able to attach itemized receipts to specific expense lines. As a result, all documentation is grouped together.

Click on any paperclip icon with a red asterisk to view all of the supporting documentation (e.g. itemized receipts) for a given statement.



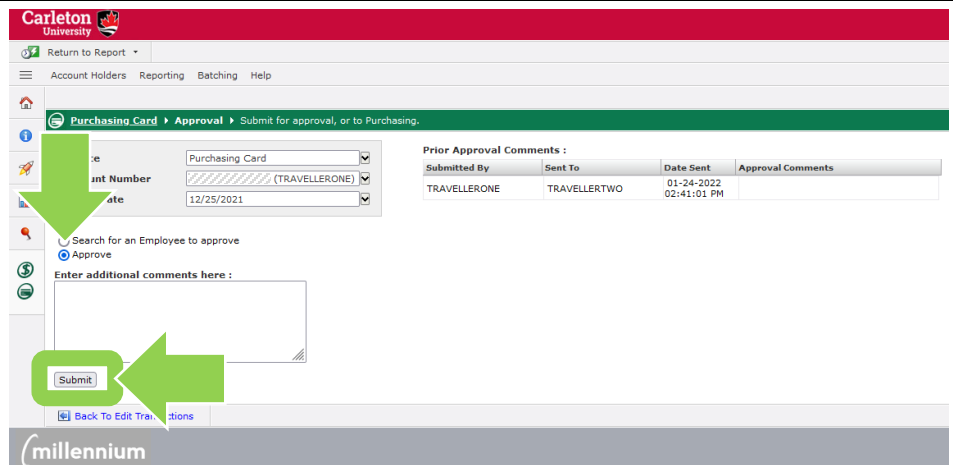
Row #	Account Number	Account Holder	Trans. Date	Merchant	Gross Amount	Foreign Amount	Currency
1	12-25-2021	One Traveller	11-24-2021	THE HOME DEPOT	\$39.55	\$39.55	CAD
2	12-25-2021	One Traveller	11-24-2021	ROGERS	\$148.02	\$148.02	CAD

4. At the bottom of the page, click on the grey 'Submit for Approval' button.



5. Click the radio button beside 'Approve'.

Click the grey 'Submit' button to approve.



Purchasing Card > Approval > Submit for approval, or to Purchasing.

Account Number: (TRAVELLERONE) Date: 12/25/2021

Search for an Employee to approve: Approve

Enter additional comments here:

Submit

Back To Edit Transactions

Prior Approval Comments:

Submitted By	Sent To	Date Sent	Approval Comments
TRAVELLERONE	TRAVELLERTWO	01-24-2022 02:41:01 PM	

What next?

- [FACTS' FAST Pcard tools and support page.](#)
- Questions about the system? Email procurementservices@carleton.ca.