

FAST Pcard How-To Sheets

How do I attach receipts AFTER I've submitted reconciled transactions to my one up supervisor?

After you've submitted reconciled transactions to your one up supervisor, you may receive an email requesting that you attach supporting documentation to your approved, reconciled transactions.

Most common reasons why you'll be asked to do this ...

- You've forgotten to attach documentation related to a transaction. Every transaction must have related documentation attached (e.g. an itemized receipt).
- The attached documentation does not list what was purchased, prices, taxes, other charges and total. For audit purposes, we require itemized receipts.

Related policy:

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

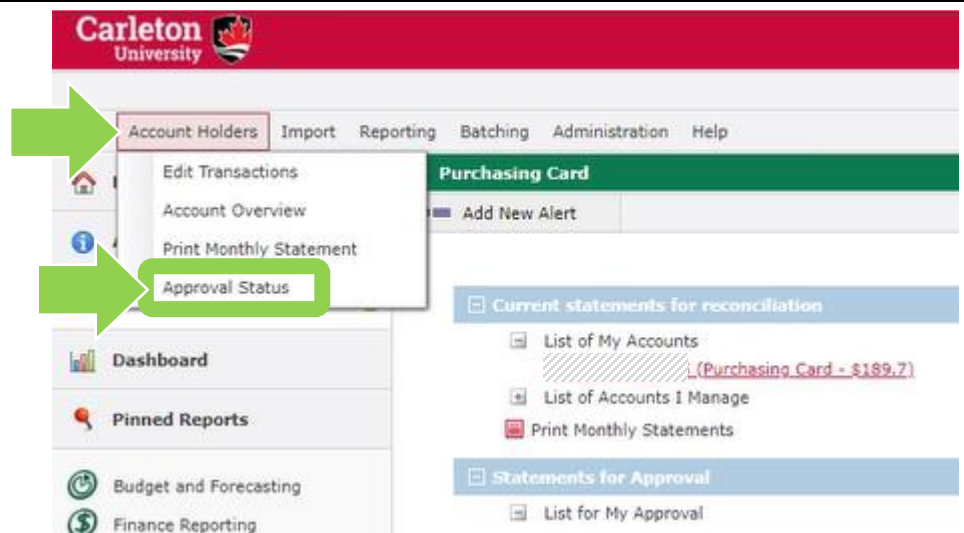
Last submitted March 5, 2024.

1. You have received an email from Accounts Payable prompting you to attach missing documentation (e.g. itemized receipts).

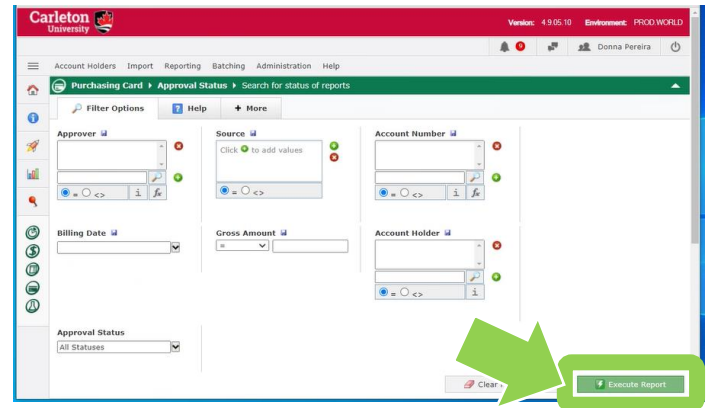
Log into the FAST Pcard application.

2. From the FAST Pcard application landing page, click on the **'Account Holders'** text.

Choose **'Approval Status'** from the drop-down menu.



3. Click on the green 'Execute Report' button.



4a. **Attach missing documentation**

Click on the 'paperclip icon' beside the statement you have to attach receipts to.

The screenshot shows a table of transactions with columns: Row #, Billing Date, Source, Account Number, Account Holder, Email, Balance, Status, and Approver. A green arrow points to the paperclip icon in the 'Status' column of row 5.

Row #	Billing Date	Source	Account Number	Account Holder	Email	Balance	Status	Approver
1	06-25-2022	Purchasing Card				\$678.00	Not Submitted	
2	12-25-2021	Purchasing Card				\$2,365.55	Approved, Historic	POSTED
3	06-25-2022	Purchasing Card					Approved, Historic	ACCOUNTS PAYABLE
4	05-25-2022	Purchasing Card					Approved, Historic	POSTED
5	12-25-2021	Purchasing Card					Sent to Approver, Historic	TRAVELLERSONE
6	05-25-2022	Purchasing Card				\$396.17	Not Submitted, Historic	
7	12-25-2021	Purchasing Card				\$224.64	Approved, Historic	POSTED
8	12-25-2021	Purchasing Card				\$6,168.97	Approved, Historic	POSTED
9	05-25-2022	Purchasing Card				\$6,167.73	Sent to Approver, Historic	TRAVELLERTWO

4b. **Attach missing documentation**

In the window that opens, click on the grey 'Add New Document' button to attach the requested missing documentation.

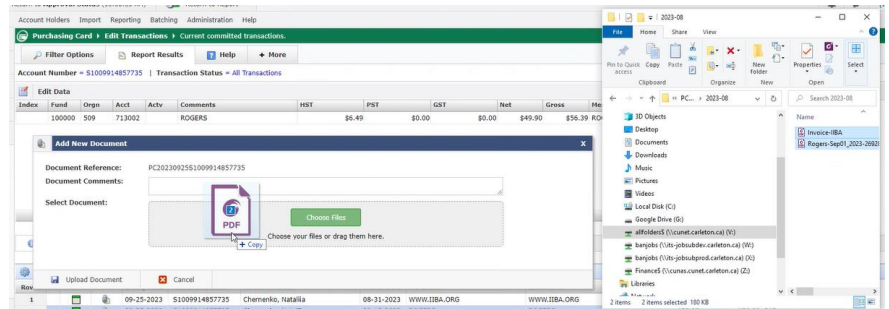
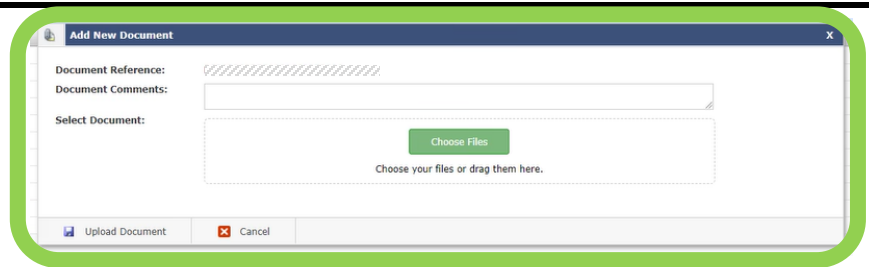
TIP: You can combine all of the supporting documentation (e.g. itemized receipts) into one file (e.g. zip, PDF).

TIP: FAST Pcard accepts most file formats (e.g. scanned PDFs, photo images). Regardless of the file format, images must be legible.



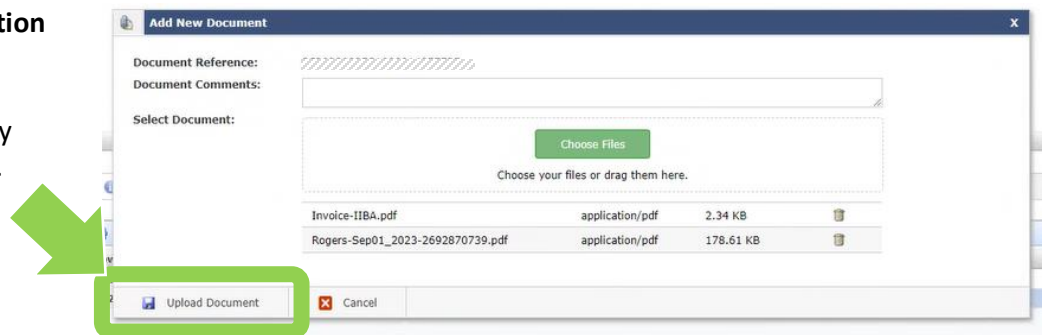
4c. Attach missing documentation

To complete the attachment, drag and drop your files.



4d. Attach missing documentation

Once you have attached all documents, click on the grey 'Upload Document' button.



5. Reply to the [email from Accounts Payable](#) (i.e. prompting you to send them missing documentation) to notify them that you have attached the missing documentation in the FAST Pcard application.

What next?

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