FAST Pcard How-To Sheets
Approving Historic (Past Due) Statements

Use this how-to sheet if …
1. you are an approver, and
2. a Pcard statement has been submitted to you on time, but you are approving it after the deadline.

Related policy:
• [The Procurement Card Policy is listed alphabetically on the University Secretariat’s policy page.](#)

1. You need to approve a past due statement.
Log into the FAST Pcard application.

2. From the FAST Pcard application landing page, click on a card listed under ‘Historic Statements Not Yet Approved’.

3. Click on your name in the ‘Approver’ column.
4. To approve, click on the radio button beside the word ‘Approve’.

**NOTE:** When approving past due Pcard statements, you cannot see the related information in this screen. More information to come.

Click on the grey ‘Submit’ button.

---

**What next?**
- FACTS’ FAST Pcard tools and support page (carleton.ca/facts/fast-tools-support-training/pcard)
- Questions about the system? Email procurementservices@carleton.ca.