Use this how-to sheet if …
1. you are a Pcard holder,
2. your Pcard statement has not been submitted on time, and
3. you need to submit it after the reconciliation deadline.

IMPORTANT:
- Make all effort to reconcile transactions by the deadline in indicated in the monthly email reminder. The 'Purchasing Card Application User Guide' can be found here: https://carleton.ca/facts/fast-tools-support-training/pcard/.
- As these are historical statements, any accounting changes must be completed in the FAST Journal Voucher application (e.g. For example, an accounting change may be required if a transaction was charged to the wrong account code. It may be that something was charged to office supplies (71000), but it should have been charged to equipment (723000)).

Related policy:
- The Procurement Card Policy is listed alphabetically on the University Secretariat's policy page.

1. You need to submit a past due statement.

   Log into the FAST Pcard application.

2. Click on a historic statement listed under **'Historic Statements Not Yet Submitted'**.

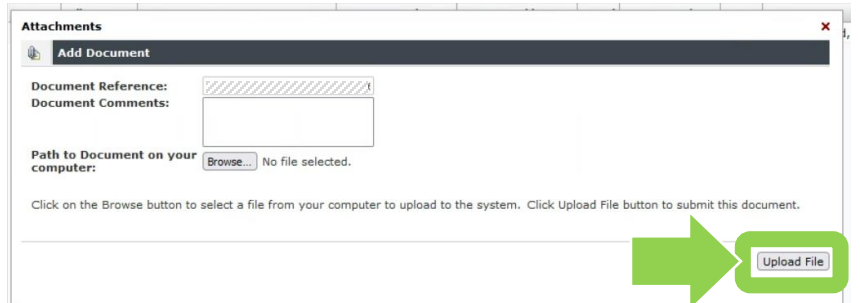| 3a.	**Attach your documentation:**
	Click on the paperclip icon to attach documentation.
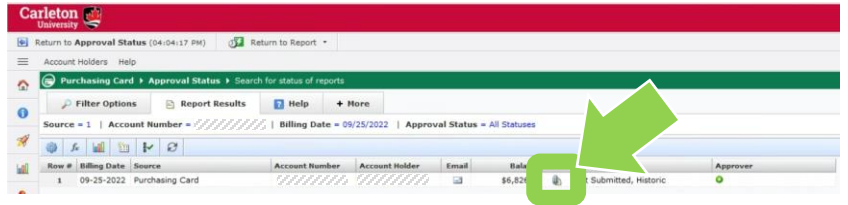
3b.	**Attach your documentation:**
	In the window that opens, click on the grey '**Browse**' button and follow the prompts to attach the documentation.
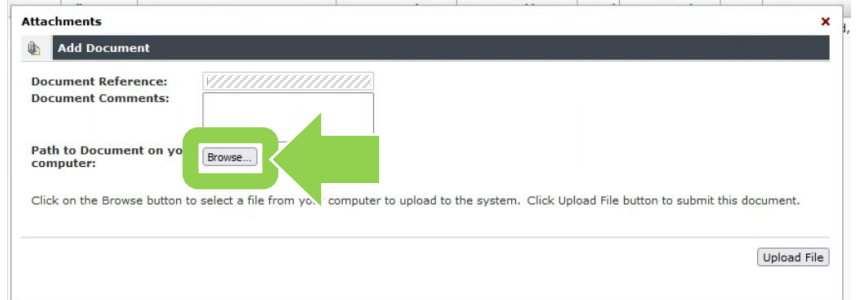
3c.	**Attach your documentation:**
	Once you've attached the documentation, click on the grey '**Upload File**' button.

4.	To submit a statement, click on the green plus sign icon in the '**Approver**' column.
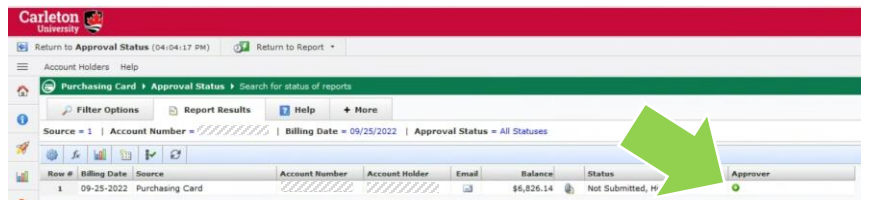
| 5. | Click on the grey '**Submit**' button to send the reconcilled Pcard transactions to your one up supervisor.

Tip: Your approver is preselected for you. If you change positions, email procurementservices@carleton.ca to have your approver updated. |
| --- | --- |
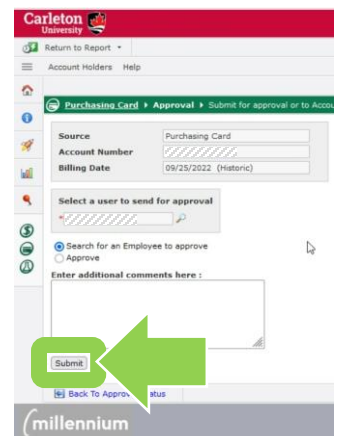
What next?
- FACTS' FAST Pcard tools and support page (carleton.ca/facts/fast-tools-support-training/pcard)
- Questions about the system? Email procurementservices@carleton.ca.