APPROVING PROCARD TRANSACTIONS

1. Click the 'MANAGE TRANSACTIONS' link to view the posted ProCard purchases.

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1. Select the correct Billing Cycle (System will automatically default to current cycle).

2. Make any corrections to the Accounting Unit and Account Code provided by cardholder.

3. Review the cardholder's note/justification. If not valid or detailed, do not approve and inform cardholder to revise note.

4. If the transaction information is complete, click '**APP 1**' and click 'SAVE' at the bottom of the page. Please note: The '**REVIEW**' box should already be checked off by the cardholder prior to approving.