

# DACC Business Office

## Internal Procurement Card Process

- Scanning Requirements Are in **Addition** to the Current Internal Process
- Original Receipts and PCard Information Sheet Are to be Submitted to DACC Business Office as soon purchase is made

- **Responsibilities:**

- **PCard Holder:**

- Submit Original Receipts and Completed PCard Information Sheet to DACC Business Office as soon as purchase is made
- Scan & Email Receipt Packets to [pcardreceipts@nmsu.edu](mailto:pcardreceipts@nmsu.edu), [Accountspayable@dacc.nmsu.edu](mailto:Accountspayable@dacc.nmsu.edu), and your supervisor

# •Submitting Original Receipts and Completed PCard Information Sheet to DACC Business Office

1. As Purchases are Made the Pcard Holder Should Make a Copy of Receipt that will be Scanned to [pcardreceipts@nmsu.edu](mailto:pcardreceipts@nmsu.edu) , [Accountspayable@dacc.nmsu.edu](mailto:Accountspayable@dacc.nmsu.edu), and **supervisor**
2. Submit Original Receipt with Completed PCard Information Sheet to DACC Business Office Room 114L as soon as purchase is made

# Printing of Cover Sheet and Statement

- PCard Holders Have to Print Wells Fargo Coversheet and Statement

1. PCard Holders Log Into Their Wells Fargo Account and Print Coversheet and Statement.

# Notification That Statement is Available to Review

Subject: FW: Statement Review for 06/02/2011

**From:** [CCER@wellsfargo.com](mailto:CCER@wellsfargo.com) [mailto:CCER@wellsfargo.com]

**Sent:** Friday, June 03, 2011 4:00 AM

**To:** Cardholder

**Subject:** Statement Review for 06/02/2011

Dear Cardholder:

Your most recent statement is ready for review by accessing the Wells Fargo Commercial Card Expense Reporting system for the following card(s):

xxxx-xxxx-xxxx-2590

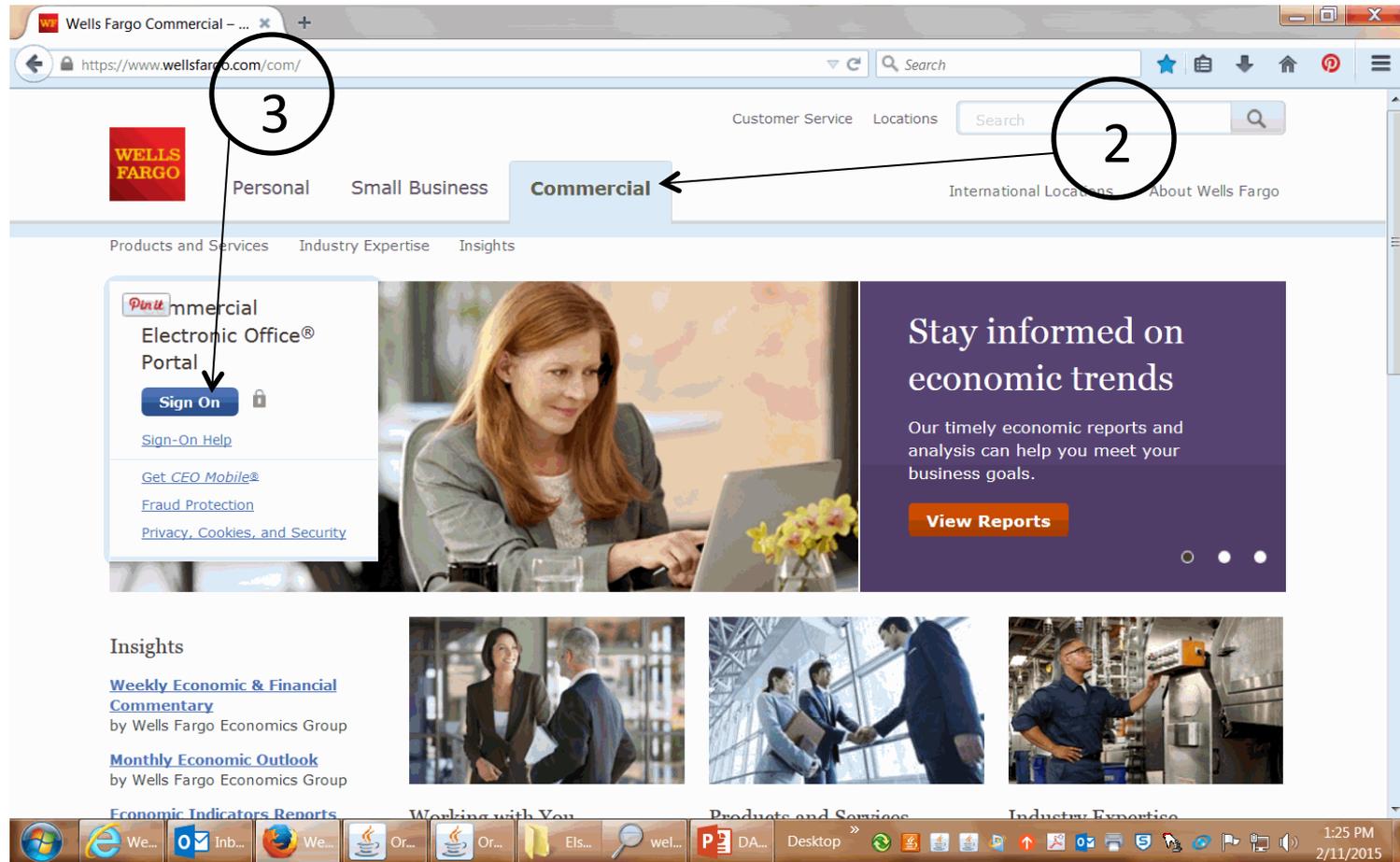
Please complete your review in a timely manner and forward your receipts as appropriate.

This is an automated email. Please do not reply to this message.

## NMSU Wellsfargo CCER Procurement Card Cycle Times

Statement Date		Cardholder / Reconciler Period		Approver Period		Transactions Posted To
From	To	From	To	From	To	Banner
12/2/2011	1/1/2012	1/2/2012	1/5/2012	1/6/2012	1/11/2012	1/13/2012
1/2/2012	1/12/2012	1/13/2012	1/18/2012	1/19/2012	1/25/2012	1/27/2012
1/13/2012	1/26/2012	1/27/2012	2/1/2012	2/2/2012	2/8/2012	2/10/2012
1/27/2012	2/9/2012	2/10/2012	2/15/2012	2/16/2012	2/22/2012	2/24/2012
2/10/2012	2/23/2012	2/24/2012	2/29/2012	3/1/2012	3/7/2012	3/9/2012
2/24/2012	3/8/2012	3/9/2012	3/14/2012	3/15/2012	3/21/2012	3/23/2012
3/9/2012	3/22/2012	3/23/2012	3/28/2012	3/29/2012	4/4/2012	4/6/2012
3/23/2012	4/5/2012	4/6/2012	4/11/2012	4/12/2012	4/18/2012	4/20/2012
4/6/2012	4/19/2012	4/20/2012	4/25/2012	4/26/2012	5/2/2012	5/4/2012
4/20/2012	5/3/2012	5/4/2012	5/9/2012	5/10/2012	5/16/2012	5/18/2012
5/4/2012	5/17/2012	5/18/2012	5/23/2012	5/24/2012	5/30/2012	6/1/2012
5/18/2012	5/31/2012	6/1/2012	6/6/2012	6/7/2012	6/13/2012	6/15/2012
6/1/2012	6/14/2012	6/15/2012	6/20/2012	6/21/2012	6/27/2012	6/29/2012
6/15/2012	6/28/2012	6/29/2012	7/4/2012	7/5/2012	7/11/2012	7/13/2012
6/29/2012	7/12/2012	7/13/2012	7/18/2012	7/19/2012	7/25/2012	7/27/2012
7/13/2012	7/26/2012	7/27/2012	8/1/2012	8/2/2012	8/8/2012	8/10/2012
7/27/2012	8/9/2012	8/10/2012	8/15/2012	8/16/2012	8/22/2012	8/24/2012
8/10/2012	8/23/2012	8/24/2012	8/29/2012	8/30/2012	9/5/2012	9/7/2012
8/24/2012	9/6/2012	9/7/2012	9/12/2012	9/13/2012	9/19/2012	9/21/2012
9/7/2012	9/20/2012	9/21/2012	9/26/2012	9/27/2012	10/3/2012	10/5/2012
9/21/2012	10/4/2012	10/5/2012	10/10/2012	10/11/2012	10/17/2012	10/19/2012
10/5/2012	10/18/2012	10/19/2012	10/24/2012	10/25/2012	10/31/2012	11/2/2012
10/19/2012	11/1/2012	11/2/2012	11/7/2012	11/8/2012	11/14/2012	11/16/2012
11/2/2012	11/15/2012	11/16/2012	11/21/2012	11/22/2012	11/28/2012	11/30/2012

# Steps For PCard Holder to Login, Obtain Wells Fargo Coversheet and Statement

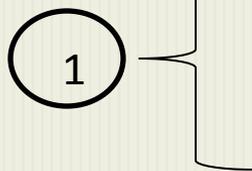


1. Well Fargo Website: <https://www.wellsfargo.com/com/>
2. Choose Commercial Tab
3. Click Sign In



Return to Commercial Services

Bookmark this page



**Commercial Electronic Office®**

**Company ID**

**User ID**

**Password**

**Sign On** [Forgot Password?](#)

**Trouble Logging in?**

- [Password Reset Tutorial](#)
- [First Time Sign On Tips](#)

**Additional Information**

- [Online Fraud Protection](#)
- [System Requirements](#)

**Not yet enrolled in our commercial Internet services?**  
 Discover the power of the CEO® business portal today.  
[View Our Online Solutions](#) | [Contact Us](#)

**Browser and System Support Update**  
 Windows 7 and Safari 4 for Mac OS are now supported on the CEO® portal. For more information, view the [CEO Portal Browser & System Requirements](#) or [Application Requirements](#).

**CEO Mobile®**  
 Business banking on your mobile device.  
[Learn more](#)  
 Wells Fargo, N.A. Member FDIC.

1. Enter Company ID, User ID, Password as Assigned by NMSU

**Manage Statements**

- [Review Open Statements](#)
- [View Cycle-Date](#)
- [View Previous Statements](#)
- [View Historical Images](#)
- [Reports](#)
- [User Information](#)

[Return to Open Statements](#)

To filter items, select from the **Charge Type** drop-down menu. Select charges, and click one of the functions below. Click **Save** or **Statement Reviewed**.

View Details

**2** → [Print Statement](#)  
[Print Cover Sheet](#)

Cardholder Summary			
Cardholder Name:	LOPEZ, TRACY	Start Date:	01/27/2012
Card Number:	xxxx-xxxx-xxxx-6227	End Date:	02/09/2012
Status:	Open	Reminder Period:	02/10/2012
Charges:	479.25 USD	Grace Period:	02/11/2012 through 02/15/2012
Out-of-pocket:	0.00 USD		
Total Amount:	479.25 USD		

**Charges**

Charge Type:

Viewing 1 to 6 of 6 Items

**Charges**

[Select All](#) | [Clear All](#)

	<a href="#">Transaction Date</a>	<a href="#">Posting Date</a>	<a href="#">Merchant</a>	<a href="#">Custom Fields</a>	<a href="#">G/L Code</a>	<a href="#">Receipt Attached</a>	<a href="#">Amount / Original Currency</a>
1.	<input type="checkbox"/> 01/27/2012	01/30/2012	Trophy Country Mesilla Park, NM		731520 - DESK SIGNS AND NAME TAGS	<input checked="" type="checkbox"/>	26.00 USD
	<b>Description:</b> 3 Faculty and 1 Student Name Tage for Nursing Program						
2.	<input type="checkbox"/> 01/30/2012	01/31/2012	Enmu Cashier Portales, NM		722110 - IN STATE CONFERENCE AND REG FEE	<input checked="" type="checkbox"/>	145.00 USD
	<b>Description:</b> Conference Registration Fee - NMHEAR for Linda Schaberg - Dates Feb 23-24, 2012 - Location Albuquerque, NM						
3.	<input type="checkbox"/> 01/31/2012	02/02/2012	Nacada 785-5325717, KS		738011 - MISC SUPPLIES PROCUREMENT CARD	<input checked="" type="checkbox"/>	115.00 USD
	<b>Description:</b> Conference Registration - NACADA 2012 Region 10 Conference for Jamie Thomas						
4.	<input type="checkbox"/> 02/02/2012	02/03/2012	Trophy Country Mesilla Park, NM		731520 - DESK SIGNS AND NAME TAGS	<input checked="" type="checkbox"/>	26.00 USD
	<b>Description:</b> 3 Clinical Faculty Name Tage for Nursing Program - to start their clinical at Memorial Medical Center Hospital						
5.	<input type="checkbox"/> 02/02/2012	02/03/2012	Usps 34567008428128098 Mesilla Park, NM		750201 - POSTAGE	<input checked="" type="checkbox"/>	1.70 USD
	<b>Description:</b> Postage to send 3 faculty background checks - for Nursing Program						
6.	<input type="checkbox"/> 02/02/2012	02/06/2012	Office Max Las Cruces, NM		731000 - OFFICE SUPPLIES	<input checked="" type="checkbox"/>	165.55 USD
	<b>Description:</b> Office Supplies for Nursing Program - bookends, pens, highlighters, note tabs, drivers, folders, ect for NLNAC site visit						

[Select All](#) | [Clear All](#)

[Reclassify](#) [Add Descriptions](#) [Split & Reclassify](#) [Dispute](#) [Copy Request](#)

Total Charges: 479.25 USD

Viewing 1 to 6 of 6 Items

1. Click on Review Open Statement
2. Drop Down Menu to Print Statement and Coversheet

### Charges — Manage charges

- Manage Statements
  - Review Open Statements
  - View Cycle-to-Date
  - View Previous Statements
  - View Historical Images
- Reports
- User Information

< Return to Open Statements

To filter items, select from the Charge Type

View Details

#### Cardholder Summary

Cardholder Name: LOPEZ, TRACY  
Card Number: xxxx-xxxx-xxxx-xxxx  
Status: Open  
Charges: 479.25 USD  
Out-of-pocket: 0.00 USD  
Total Amount: 479.25 USD

#### Charges

Charge Type: All Transaction

Viewing 1 to 6 of 6 items

#### Charges

Select All | Clear All

Transaction Date	Description	Amount
1. 01/27/2012	3 Faculty and 1 Student Name Tag for Nursing Program	26.00
2. 01/30/2012	Conference Registration Fee - NMHEAR for Linda Schaberg - Dates Feb 23-24, 2012 - Location Albuquerque, NM	145.00
3. 01/31/2012	Conference Registration Fee - NMHEAR for Linda Schaberg - Dates Feb 23-24, 2012 - Location Albuquerque, NM	115.00
4. 02/02/2012	3 Clinical Faculty Postage to Supplier	26.00
5. 02/02/2012	Postage to Supplier	1.70
6. 02/02/2012	Office Supplies	165.55

Select All | Clear All

- Reclassify
- Add Descriptions
- Split & Reclassify
- Dispute
- Copy Request

Viewing 1 to 6 of 6 items

### Commercial Card Expense Reporting - Google Chrome

https://wellsstation.wellsfargo.com/ccer/ksoPrintTransactionsPopup.do

## Commercial Card Expense Reporting

Statement Expenses 02/13/2012 01:10 PM PT Requested By: WILHITE, ANTHA

1 → Print

#### Cardholder Summary

Cardholder Name:	LOPEZ, TRACY	Start Date:	01/27/2012
Card Number:	xxxx-xxxx-xxxx-6227	End Date:	02/09/2012
Status:	Open	Reminder Period:	02/10/2012
Charges:	479.25 USD	Grace Period:	
Out-of-pocket:	0.00 USD		02/11/2012 through 02/15/2012
Total Amount:	479.25 USD		

#### Charges

Transaction Date	Posting Date	Merchant	Receipt Attached	General Ledger Code	Unit	Amount / Original Currency
1. 01/27/2012	01/30/2012	Trophy Country Mesilla Park, NM	Yes	731520 - DESK SIGNS AND NAME TAGS	DACC BUSINESS OFFICE(DACC Business)	26.00 USD / 26.00
Description 3 Faculty and 1 Student Name Tag for Nursing Program						
INDEX 400197		TELE # 575-527-7236		CARDHOLDER COMMENTS		
APPROVE/DECLINE APPROVED		APPROVER COMMENTS		DEPARTMENTAL REF #		
2. 01/30/2012	01/31/2012	Enmu Cashier Portales, NM	Yes	722110 - IN STATE CONFERENCE AND REG FEE	DACC BUSINESS OFFICE(DACC Business)	145.00 USD / 145.00
Description Conference Registration Fee - NMHEAR for Linda Schaberg - Dates Feb 23-24, 2012 - Location Albuquerque, NM						
INDEX 401212		TELE # 575-527-7236		CARDHOLDER COMMENTS		
APPROVE/DECLINE APPROVED		APPROVER COMMENTS		DEPARTMENTAL REF #		
3. 01/31/2012	02/02/2012	Nacada 735-5275717, KS	Yes	738011 - MISC SUPPLIES	DACC BUSINESS OFFICE(DACC Business)	115.00 USD / 115.00

1. Click Print Statement

Commercial Card Expense Reporting - Google Chrome

https://wellsstation.wellsfargo.com/ccer/ksoPrintReceiptsImageFaxCoverSheetPopup.do

Commercial Card Expense Reporting

Image Cover Sheet 02/13/2012 01:12 PM PT

Statement Image ID: 26860898

\*3739001812010001-\*

\*268608984\*

\*20120209G\*

CAUTION: Please blank out any confidential information such as credit card numbers on the receipts before sending.

**Cover Sheet**

To: Receipt Image Archive From: TRACY LOPEZ 6227  
Fax: 866-253-8503 Cardholder Phone:  
E-mail: wf\_ccard\_receipts@mail2image.com  
Date: 02/13/2012  
Company: NEW MEXICO STATE UNIVERSITY

Statement Ending Date: 02/09/2012

Number of Pages Including Cover Sheet:

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Comments:

Select All | Clear All

	Receipt Attached	Amount / Original Currency
AGS	<input checked="" type="checkbox"/>	26.00 USD
ND REG FEE	<input checked="" type="checkbox"/>	145.00 USD
MENT CARD	<input checked="" type="checkbox"/>	115.00 USD
AGS	<input checked="" type="checkbox"/>	26.00 USD
	<input checked="" type="checkbox"/>	1.70 USD
	<input checked="" type="checkbox"/>	165.55 USD

2:12 PM  
2/13/2012

1. Click Print Coversheet
2. Obtain Statement Ending Date To Be Entered on Email Subject Line
3. Click Close

- View historical images
- Reports
- User Information

Cardholder Summary

Cardholder Name: LOPEZ, TRACY  
 Card Number: xxxx-xxxx-xxxx-6227  
 Status: Open  
 Charges: 479.25 USD  
 Out-of-pocket: 0.00 USD  
 Total Amount: 479.25 USD

Start Date: 01/27/2012  
 End Date: 02/09/2012  
 Reminder Period: 02/10/2012  
 Grace Period: 02/11/2012 through 02/15/2012

Charges

Charge Type: All Transactions

Viewing 1 to 6 of 6 Items

Charges

Select All | Clear All

	Transaction Date	Posting Date	Merchant	Custom Fields	G/L Code	Receipt Attached	Amount / Original Currency
1.	01/27/2012	01/30/2012	Trophy Country Mesilla Park, NM		731520 - DESK SIGNS AND NAME TAGS	<input checked="" type="checkbox"/>	26.00 USD
	<b>Description:</b> 3 Faculty and 1 Student Name Tage for Nursing Program						
2.	01/30/2012	01/31/2012	Enmu Cashier Portales, NM		722110 - IN STATE CONFERENCE AND REG FEE	<input checked="" type="checkbox"/>	145.00 USD
	<b>Description:</b> Conference Registration Fee - NMHEAR for Linda Schaberg - Dates Feb 23-24, 2012 - Location Albuquerque, NM						
3.	01/31/2012	02/02/2012	Nacada 785-5325717, KS		738011 - MISC SUPPLIES PROCUREMENT CARD	<input checked="" type="checkbox"/>	115.00 USD
	<b>Description:</b> Conference Registration - NACADA 2012 Region 10 Conference for Jamie Thomas						
4.	02/02/2012	02/03/2012	Trophy Country Mesilla Park, NM		731520 - DESK SIGNS AND NAME TAGS	<input checked="" type="checkbox"/>	26.00 USD
	<b>Description:</b> 3 Clinical Faculty Name Tage for Nursing Program - to start their clinical at Memorial Medical Center Hospital						
5.	02/02/2012	02/03/2012	Usps 34567008428128098 Mesilla Park, NM		750201 - POSTAGE	<input checked="" type="checkbox"/>	1.70 USD
	<b>Description:</b> Postage to send 3 faculty background checks - for Nursing Program						
6.	02/02/2012	02/06/2012	Office Max Las Cruces, NM		731000 - OFFICE SUPPLIES	<input checked="" type="checkbox"/>	165.55 USD
	<b>Description:</b> Office Supplies for Nursing Program - bookends, pens, highlighters, note tabs, drivers, folders, ect for NLNAC site visit						

Select All | Clear All

- Reclassify
- Add Descriptions
- Split & Reclassify
- Dispute
- Copy Request

Total Charges: 479.25 USD

Viewing 1 to 6 of 6 Items

- Save
- Statement Reviewed



**Please "Do Not" Click on Statement Reviewed  
 (The Reconciler at DACC A/P will do this)**

# Preparing Scanning Packet

## 1. Wells Fargo Coversheet

 Print

Statement Image ID: 26860898



\*3739001812010001-\*



\*268608984\*



\*20120209G\*

CAUTION: Please blank out any confidential information such as credit card numbers on the receipts before sending.

### Cover Sheet

To: Receipt Image Archive

From: TRACY LOPEZ 6227

Fax: 866-253-8503

Cardholder Phone:

E-mail: wf\_ccard\_receipts@mail2image.com

Date: 02/13/2012

Company: NEW MEXICO STATE UNIVERSITY

Statement Ending Date: 02/09/2012

Number of Pages Including Cover Sheet:

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Comments:

Obtain Statement Ending Date to  
be Entered on Email Subject Line

# 2. PCard Holder Statement

Cardholder Summary			
Cardholder Name:	LOPEZ, TRACY	Start Date:	01/27/2012
Card Number:	xxxx-xxxx-xxxx-6227	End Date:	02/09/2012
Status:	Open	Reminder Period:	02/10/2012
Charges:	479.25 USD	Grace Period:	02/11/2012 through 02/15/2012
Out-of-pocket:	0.00 USD		
Total Amount:	479.25 USD		

**Charges**

1.	Transaction Date	Posting Date	Merchant	Receipt Attached	General Ledger Code	Unit	Amount / Original Currency
	01/27/2012	01/30/2012	Trophy Country Mesilla Park, NM	Yes	731520 - DESK SIGNS AND NAME TAGS	DACC BUSINESS OFFICE(DACC Business)	26.00 USD / 26.00
	<b>Description</b> 3 Faculty and 1 Student Name Tage for Nursing Program						
	INDEX 400197		TELE # 575-527-7236		CARDHOLDER COMMENTS		
	APPROVE/DECLINE APPROVED		APPROVER COMMENTS		DEPARTMENTAL REF #		
2.	Transaction Date	Posting Date	Merchant	Receipt Attached	General Ledger Code	Unit	Amount / Original Currency
	01/30/2012	01/31/2012	Enmu Cashier Portales, NM	Yes	722110 - IN STATE CONFERENCE AND REG FEE	DACC BUSINESS OFFICE(DACC Business)	145.00 USD / 145.00
	<b>Description</b> Conference Registration Fee - NMHEAR for Linda Schaberg - Dates Feb 23-24, 2012 - Location Albuquerque, NM						
	INDEX 401212		TELE # 575-527-7236		CARDHOLDER COMMENTS		
	APPROVE/DECLINE APPROVED		APPROVER COMMENTS		DEPARTMENTAL REF #		
3.	Transaction Date	Posting Date	Merchant	Receipt Attached	General Ledger Code	Unit	Amount / Original Currency
	01/31/2012	02/02/2012	Nacada 785-5325717, KS	Yes	738011 - MISC SUPPLIES PROCUREMENT CARD	DACC BUSINESS OFFICE(DACC Business)	115.00 USD / 115.00
	<b>Description</b> Conference Registration - NACADA 2012 Region 10 Conference for Jamie Thomas						
	INDEX 401212		TELE # 575-527-7236		CARDHOLDER COMMENTS		
	APPROVE/DECLINE APPROVED		APPROVER COMMENTS		DEPARTMENTAL REF #		
4.	Transaction Date	Posting Date	Merchant	Receipt Attached	General Ledger Code	Unit	Amount / Original Currency
	02/02/2012	02/03/2012	Trophy Country Mesilla Park, NM	Yes	731520 - DESK SIGNS AND NAME TAGS	DACC BUSINESS OFFICE(DACC Business)	26.00 USD / 26.00
	<b>Description</b> 3 Clinical Faculty Name Tage for Nursing Program - to start their clinical at Memorial Medical Center Hospital						
	INDEX 401212		TELE # 575-527-7236		CARDHOLDER COMMENTS		
	APPROVE/DECLINE APPROVED		APPROVER COMMENTS		DEPARTMENTAL REF #		
5.	Transaction Date	Posting Date	Merchant	Receipt Attached	General Ledger Code	Unit	Amount / Original Currency
	02/02/2012	02/03/2012	Usps 34567008428128098 Mesilla Park, NM	Yes	750201 - POSTAGE	DACC BUSINESS OFFICE(DACC Business)	1.70 USD / 1.70
	<b>Description</b> Postage to send 3 faculty background checks - for Nursing Program						
	INDEX 400197		TELE # 575-527-7236		CARDHOLDER COMMENTS		
	APPROVE/DECLINE APPROVED		APPROVER COMMENTS		DEPARTMENTAL REF #		
6.	Transaction Date	Posting Date	Merchant	Receipt Attached	General Ledger Code	Unit	Amount / Original Currency
	02/02/2012	02/06/2012	Office Max	Yes	731000 - OFFICE SUPPLIES	DACC BUSINESS OFFICE(DACC	165.55 USD / 165.55



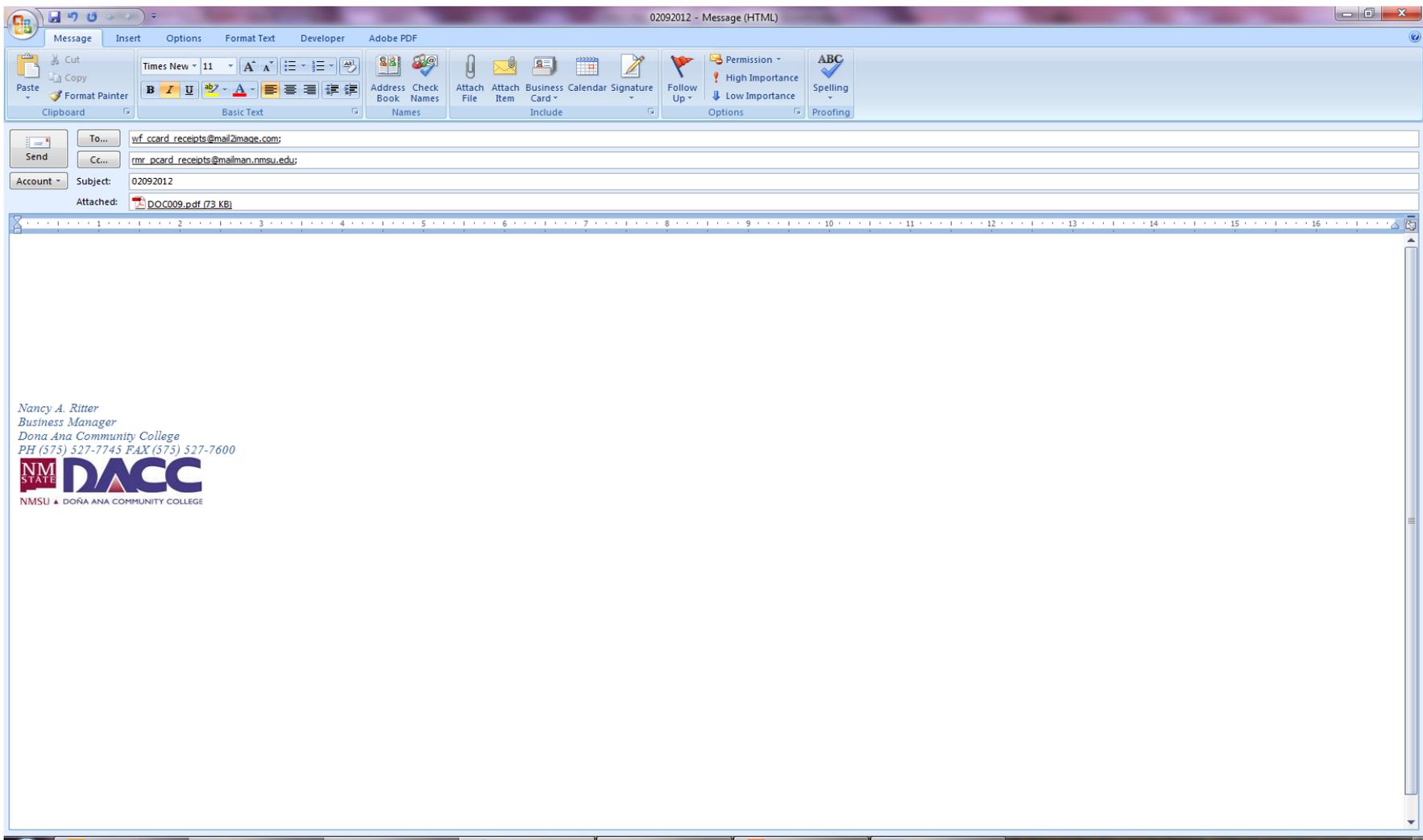




# Scanning and Emailing Packet

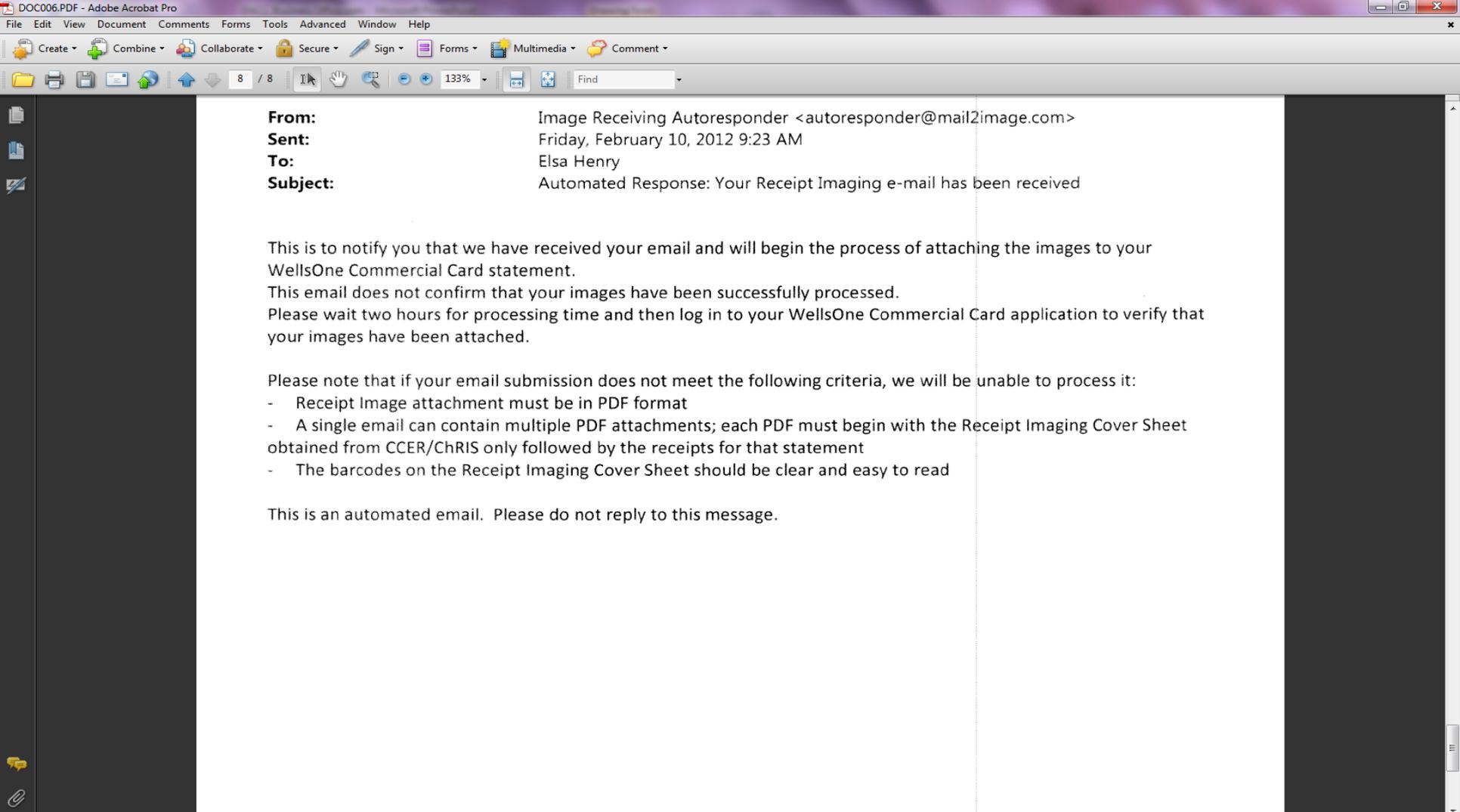
## •Scanning

- One PDF File Per Statement Period
- One PDF Per Cardholder
- Combine as many receipts to one page
- Use any reference for document name



## •Email To:

- TO: [pcardreceipts@nmsu.edu](mailto:pcardreceipts@nmsu.edu)
- CC: [Accountspayable@dacc.nmsu.edu](mailto:Accountspayable@dacc.nmsu.edu)
  - And your supervisor
- Subject Line: Statement Period mm-dd-yyyy (Get The Date From Coversheet)
- You Can Use Any Reference for Document Name



## Confirmation Email:

- You **may** receive a confirmation email that Wells Fargo has received your email
- DACC Business Office Reconciler will confirm that attachment has been received

# General Information

1. If You Need to Obtain Your PCard Login Information  
Contact Wells Fargo at **1-800-932-0036**