# **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,

Accountspayable@dacc.nmsu.edu, and your supervisor

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

- As Purchases are Made the Pcard Holder Should Make a Copy of Receipt that will be Scanned to <u>pcardreceipts@nmsu.edu</u>, <u>Accountspayable@dacc.nmsu.edu</u>, and <u>supervisor</u>
- 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

 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] 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.

Statem	ent Date	Cardholder / R	econciler Period	Approv	er Period	Transactions Posted To
From	То	From	То	From	То	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

#### NMSU Wellsfargo CCER Procurement Card Cycle Times

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



3. Click Sign In

1.

2.





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

Commercial Card Expense Report	ing - Charges - Google C	hrome	the second se	Manual States and Advantages	Manual Indiana					
https://wellsstation.wellsfargo.co	m/ccer/recViewOpenStm	ntsValidate.do?dispatch=view								
Manage statements     Review Open Statements	< <u>Return to Open Sta</u>	tements								
View Coule t	To filter items, select	from the Charge Type drop-down me	nu. Select charges, and click one of	f the functions below. Click S	ave or Statement Revie	wed.				
View Braviews Statements							$\frown$	Print 👻		
View Historical Images	View Details						$\left( 2\right) $	Print Statement Print Cover Sheet		
► Reports							$\begin{pmatrix} 2 \end{pmatrix}$			
User Information	Cardholder Summa	Ŋ					$\mathbf{\vee}$			
	Cardholder Name: Card Number: Status: Charges: Out-of-pocket: Total Amount:	LOPEZ, TRACY xxxxx-xxxx-5227 Open 479.25 USD 0.00 USD 479.25 USD			Start Date: End Date: Reminder Period: Grace Period:	01/27/2012 02/09/2012 02/10/2012 02/11/2012 through 02/15/2012				
	Charges									
	Charge Type:	All Transactions								
(1)	Viewing 1 to 6 of 6 Item	s								
	Charges	Charges								
Ŭ	Select All   Clear All									
	Transac	tion Date Posting Date	Merchant	Custom Fields	G/L Code		Receipt Attached	Amount / Original Currency		
	1. 01/27/20	12 01/30/2012	Trophy Country Mesilla Park, NM	R.	731520 - DESK SIGNS A	AND NAME TAGS	V	26.00 USD		
	Descripti	on: 3 Faculty and 1 Student Name Ta	age for Nursing Program							
	2. 📄 01/30/20	12 01/31/2012	Enmu Cashier Portales, NM	R.	722110 - IN STATE CON	FERENCE AND REG FEE	V	145.00 USD		
	Descripti	on: Conference Registration Fee - N	MHEAR for Linda Schaberg - Dates Feb	23-24, 2012 - Location Albuque	rque, NM					
	3. 01/31/20	12 02/02/2012	Nacada 785-5325717, KS	E_	738011 - MISC SUPPLIE	S PROCUREMENT CARD		115.00 USD		
	Descripti	on: Conference Registration - NACA	DA 2012 Region 10 Conference for Jan	nie Thomas						
	4. 🔲 02/02/20	12 02/03/2012	Trophy Country Mesilla Park, NM	R.	731520 - DESK SIGNS A	AND NAME TAGS		26.00 USD		
	Descripti	on: 3 Clinical Faculty Name Tage for	Nursing Program - to start their clinical a	at Memorial Medical Center Hospi	tal					
	5. 02/02/20	12 02/03/2012	Usps 34567008428128098 Mesilla Park, NM	R.	750201 - POSTAGE			1.70 USD		
	Descripti	on: Postage to send 3 faculty backg	round checks - for Nursing Program							
	6. 02/02/20	12 02/06/2012	Office Max Las Cruces, NM	E.	731000 - OFFICE SUPPL	IES		165.55 USD		
	Descripti	on: Office Supplies for Nursing Prog	ram - bookends, pens, highlighters, note	e tabs, drivers, folders, ect for N	LNAC site visit					
	Select All   Clear All									
	Reclassify Ad	Id Descriptions Split & Reclassi	fy Dispute Copy Request							
								Total Charges: 479.25 USD		
	Viewing 1 to 6 of 6 Item	8								

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







1. Click Print Statement

Commercial Card Expense Reportir	ng - Char	Commercial Card Expense Reporting - Google Chrome			
https://wellsstation.wellsfargo.com	n/ccer/r				
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Role: Reconciler		Image Cover Sheet 02/13/2012 01:12 PM PT			Welcome Antha Wilhite
Charges — Manage Charges	5				
▼ Manage Statements           Review Open Statements         ○	< <u>Reti</u>			0	
View Cycle-to-Date	To filte	Statement Image ID: 26860898		<ul> <li>(3)</li> </ul>	Drint
View Previous Statements View Historical Images	R, v			$\bigcirc$	Print Statement Print Cover Sheet
Reports      User Information	Card	*3739001812010001-*			
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	Out-o Total				
	Char	*268608984*			
	Charg				
	Viewir	*20120209G*			
	Selec	CAUTION: Please blank out any confidential information such as credit card numbers on the receipts before sending.			
		Cover Sheet		Receipt Attached	Amount / Original Currency
	1.	To: Receipt Image Archive From: TRACY LOPEZ 6227	AGS		26.00 USD
		Fax: 866-253-8503 Cardholder Phone:			
	2.	Date: 02/13/2012	ND REG FEE		145.00 USD
		Company: NEW MEXICO STATE UNIVERSITY	NENT CARD		445 00 1100
	з.	Statement Ending Date: 02/09/2012	MENTCARD		115.00 050
	4.	Number of Pages Including Cover Sheet:	AGS		26.00 USD
		This message is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged,	-		
	5.	hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you received this communication in error or need additional customer support, please contact the Business Purchaine Service Center toll-free at 1-800-932-0036.			1.70 USD
		Comments:	-		
	6.				165.55 USD
	Select	All Clear Al			
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- 1. Click Print Coversheet
- 2. Obtain Statement Ending Date To Be Entered on Email Subject Line
- 3. Click Close

Carl Minister:       2000 2000 2000 2000 2000 2000 2000 200	Lind lumins wax wax wax wax way   Bit data Bit data   Discription With Discription   Discription </th <th>Cardholder</th> <th>er Summary</th> <th>OPEZ, TRACY</th> <th></th> <th></th> <th>Start Date: 01/27/2012</th> <th></th> <th></th>	Cardholder	er Summary	OPEZ, TRACY			Start Date: 01/27/2012			
Charge S Charge Type: All Transactions IN Verving 16 6 of 5 tems Sector All CaseA Sector All CaseA	Program         Program <td< th=""><th>Card Numb Status: Charges: Out-of-poc Total Amou</th><th>er: x C 4 ket: 0 int: 4</th><th>xxx-xxxx-xxxx-6227 )pen 79.25 USD .00 USD 79.25 USD</th><th></th><th></th><th>End Date: 02/09/2012 Reminder Period: 02/10/2012 Grace Period: 02/11/2012 through 02/15/2012</th><th></th><th></th></td<>	Card Numb Status: Charges: Out-of-poc Total Amou	er: x C 4 ket: 0 int: 4	xxx-xxxx-xxxx-6227 )pen 79.25 USD .00 USD 79.25 USD			End Date: 02/09/2012 Reminder Period: 02/10/2012 Grace Period: 02/11/2012 through 02/15/2012			
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1.       01/27/2012       01/30/2012       Trophy Country       Image: Park, NM       731520 - DESK SIGNS AND NAME TAGS       Image: Park, NM       26.00         2.       01/30/2012       01/30/2012       Ennu Cashler Portlask, NM       Image: Park, NM       Image: Park, NM       1mage: Par	1. 01/02/2012 Trophy Country 731520 - DESK SGINS AND NAME TAGS   2. 01/00/2012 01/01/2012 Emmi Cashier   2. 01/00/2012 01/01/2012 Emmi Cashier   3. 01/01/2012 01/01/2012 Emmi Cashier   3. 01/01/2012 01/01/2012 Emmi Cashier   3. 01/01/2012 01/01/2012 Receiver   4. 01/01/2012 02/01/2012 Trophy Country   5. 01/01/2012 02/01/2012 Trophy Country   6. 02/02/2012 02/01/2012 Trophy Country   6. 02/02/2012 02/01/2012 Numer Registration fee:   6. 02/02/2012 02/01/2012 Numer Registration fee:   7. 01/01/2012 02/01/2012 Numer Registration fee:   6. 02/02/2012 02/01/2012 Numer Registration fee:   7. 01/01/2012 02/01/2012 Numer Registration fee:   7. 01/01/2012 02/01/2012 Numer Registration fee:   6. 02/02/2012 02/01/2012 Numer Registration fee:   7. 02/01/2012 Numer Registration fee:   7. 02/		Transaction [	Date Posting Date	Merchant	Custom Fields	<u>G/L Code</u>	Receipt Attached	Amount / Original Curre	
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3. Image: 01/31/2012       02/02/2012       Nacada 7365-325717, KS       Tobal 7365-325717, KS       Tobal 7265-325717, KS       Tobal 72657777, KS       Tobal 72672, KS	3. 01/31/2012 02/02/2012 Nacada 7265-5325717, KS 738011 - MISC SUPPLES PROCUREMENT CARD   Description: Conference Registration - NACADA 2012 Region 10 Conference for Jamie Thomas   4. 02/02/2012 02/03/2012 Trophy Country Meslia Park, NIM 731520 - DESK SIGNS AND NAME TAGS   Description: 3 Clinical Faculty Name Tage for Nursing Program - to start their clinical at Memorial Medical Center Hospital   5. 02/02/2012 02/03/2012 Upps 345670064/20122008   Meslia Park, NIM 1 750201 - POSTAGE   Description: Postage to send 3 faculty background checks - for Nursing Program   6. 02/02/2012 02/06/2012   Office Supplies for Nursing Program - bookends, pens, highlighters, note tabs, drivers, folders, ect for NLIXAC ste vist   Setect All Clear Al   Total Charges		Description: Conference Registration Fee - NMHEAR for Linda Schaberg - Dates Feb 23-24, 2012 - Location Albuquerque, NM							
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Home   About Wells Fargo   Security Guarantee   Privacy, Security & Legal	© Copyright 2000 - 2012 Wells Fargo. All rights reserved.					ht 2000 2012 Welle Earon	All rights reserved			

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

## **Preparing Scanning Packet**

### 1. Wells Fargo Coversheet



This message is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential, and exempt from disclosure under applicable law. If the reader of this message is not the intended recipient or the employee you are hereby notified that any dissemination, distribution or copying of this communication is strictly prohibited. If you received this communication in error or need additional customer support, please contact the Business Purchasing Service Center toll-free at 1-800-932-0036.

Comments:

Obtain Statement Ending Date to be Entered on Email Subject Line

#### 2. PCard Holder Statement

Ca	rdholder Sumn	nary					
Ca Ca St Ch Oi To	irdholder Name: ird Number: atus: iarges: it-of-pocket: tal Amount:	LOPE2 xxxx-x Open 479.25 0.00 U 479.25	Z, TRACY XXX-XXXX-6227 USD SD USD		Start Date: 00 End Date: 02 Reminder Period: 02 Grace Period: 02	1/27/2012 2/09/2012 2/10/2012 2/11/2012 through 02/15/2012	
Ch	arges						
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 Buiness)	26.00 USD / 26.00
	Description 3 F	aculty and 1 S	Student Name Tage for Nu	irsing Progra	m		
	INDEX 400197				TELE # 575-527-7236	CARDHOLDER COMMENTS	
	APPROVE/DEC	LINE APPROV	/ED		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 Buiness)	145.00 USD / 145.00
	Description Co	nference Regi	istration Fee - NMHEAR fo	or Linda Scha	berg - Dates Feb 23-24, 2012 - Location Albuquer	que, NM	
	INDEX 401212				TELE # 575-527-7236	CARDHOLDER COMMENTS	
	APPROVE/DEC	LINE APPROV	/ED		APPROVER COMMENTS	DEPARTMENTAL REF #	
3.	Transaction	Posting		Receipt		11-34	Amount / Original
	Date 01/31/2012	02/02/2012	Nacada	Yes	738011 - MISC SUPPLIES PROCUREMENT	DACC BUSINESS OFFICE(DACC	115.00 USD / 115.00
			785-5325717, KS		CARD	Buiness)	
	Description Co	nference Reg	istration - NACADA 2012	Region 10 Co	onference for Jamie Thomas		
	INDEX 401212				TELE # 575-527-7236	CARDHOLDER COMMENTS	
	APPROVE/DEC	LINE APPROV	/ED		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 Buiness)	26.00 USD / 26.00
	Description 3 (	Clinical Faculty	Name Tage for Nursing P	Program - to s	start their clinical at Memorial Medical Center Hospita	al	
	INDEX 401212			TELE # 575-527-7236	CARDHOLDER COMMENTS		
	APPROVE/DEC	LINE APPROV	/ED		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 Buiness)	1.70 USD / 1.70
	Description Po	stage to send	3 faculty background che	cks - for Nur	rsing Program		
	INDEX 400197				TELE # 575-527-7236	CARDHOLDER COMMENTS	
	APPROVE/DEC	LINE APPROV	/ED		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

## 3. Receipts

- Receipts or Copied Receipts Are to be Combined to Fill a 8.5 X 11 Page
- Receipts Are to be Numbered to Match Up with Statement Listing

TESNEY 200	$\square$	Stephanie Padilla		3
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Punhar Order No. Dyn / - 26 - 12	PESILA PARY, MY 30047 01 57 2012 CF 30 12 Partner El International CF 31 14 Terrar El International	Cc: Stephenie Padila Subject: Purchase Confer	nation No. 5920020 (Mrs. Jamie N Thomas)	
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Stephanie Padilla			(	3)
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From: nacada Diksa.cda (n Sent: Tuesday, January J) Re: Jame Thomas De: Stephenie Padila Subject: Purchase Confer	nation sociale@ksu.edu] 1, 2012 3:08 PM nation No. 5820020 (Mrs. Jamie N Tha	mas)		
dear Mrs. Jame H Thomas,				
for your records, here is a	summary of your recent transaction will	th NACADA. Thank you for y	aur cottinu	ed support
f any changes are necessa	ery contact us for assistance.			
This information is also ava	alable to you by logging into <b>myNACA</b>	DA and clicking the Ny Trans	actions link	
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## 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

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Nancy A. Ritter
Business Manager
Dona Ana Community Guiege PH (373) 527-7745 F X4 (373) 527-7600
NMSU ▲ DONA ANA COMHUNITY COLLEGE

#### •Email To:

- ➤TO: <u>pcardreceipts@nmsu.edu</u>
- ➤CC: <u>Accountspayable@dacc.nmsu.edu</u>
  - ➤And your supervisor

Subject Line: Statement Period mm-dd-yyyy (Get The Date From Coversheet)

You Can Use Any Reference for Document Name

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#### **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**