

To Cardholders and Transaction Approvers -

## Did you know:

1. Certain items require a written commodity approval.

Ensure that commodity approvals are obtained prior to making your purchase.

The written approval becomes part of your supporting documentation for that purchase and needs to be attached to your transaction in Workday as well as in your P-Card Binder.

Category	Send email request for commodity approval to:
Advertising/Printing of CSN Logo or Name	Breigh Feniello
Computer Software	Christine Monroe and Paula Gonzales (cc: Breigh Feniello)
Computer Hardware; Audiovisual Equipment; Telemedia Equipment	Christine Monroe (cc: Breigh Feniello)
Hazardous Material	Carey Sedlacek
Dues & Memberships	Rolando Mosqueda
Furniture	Sylvia Kim

2. The P-Card Office is now reviewing all P-Card transactions in Workday for compliance. If corrections are needed to the PCV our office will use the Send Back feature in Workday. Be sure to monitor your Workday Inbox and make corrections before clicking Submit. See Workday Inbox example below.


Workday Inbox example:


## Inbox

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Actions      Archive

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Viewing: All    Sort By: Newest    

Procurement Card Transaction Verification: PCV-08-00024807, **Yves Soto** on 06/28/2021 for \$1,618.75   
**Sent Back by Annette Hearn**  
1 day(s) ago - Due 06/29/2021; Effective 06/28/2021

Sent Back Reason will display in the Process History:



**Annette Hearn**

Just now

Send Back Reason: Returned due to detailed receipt is missing. Please upload a detailed receipt and re-submit. Thank you.

We appreciate your time in reading this email. Contact us if you have any questions.

Have a great day!