MSU Moorhead Purchasing Card
Approval Manager Monthly Quick-Step Guide

Approval Managers are responsible to ensure purchasing card transactions are consistent with cardholder duties and responsibilities and to verify that proper documentation has been submitted each month. Failure to complete the following steps *by the 15th of each month* will result in suspension of cardholder privileges**.**

US Bank Access Online electronic approval.
1. Log into US Bank and complete the following:
    a. Short Name: ___*mnscu*___
    b. *User Name*: _____
    c. *Password*: _____
2. Select *Transaction Management* in the column to the left.
3. Select *Manager Approval Queue.* All pending transactions that need approval will be on the screen.
    a. Review the three items listed under *Accounting Code* for each cardholder:
        i. Has the cardholder *entered the appropriate cost center*?
        ii. Has the cardholder *entered the appropriate object code*?
        iii. Has the cardholder *entered a detailed purchase description*?
    b. Click on the PDF icon to review receipts/additional documentation:
        i. Has the cardholder *submitted an original itemized receipt for each transaction* along with all other required documentation (e.g. Travel Authorization, Special Expense Form, Rental Car Justification, etc.)?
        ii. Did the cardholder *pay sales tax in MN and ND* on tax-exempt items? If so, require the cardholder to contact the vendor to have it removed.
4. If the reallocation process was properly completed, select *Approve*.
    a. If not reconciled properly, select *Reject* and request the cardholder to log in and to make corrections.
5. You may have to select *"No further approval needed for these transactions."*
6. Select *Approve.*
    a. Once you approve a transaction, it will be removed from your Manager Approval Queue.

Please note:

- If you ever need to make a change to a transaction you already approved, you would go to "*Manager Approval History,"* where you will find the option to *Pull Back* an approval on a transaction. The transaction will then go back into your *Approval Queue***.**
- If you wish to view all your past approvals, select *Manager Approval History***.**

Contact Alison Fraase (477-2240 or alison.fraase@mnstate.edu) for assistance with US Bank training needs or account maintenance. Contact Deanne Drummond (477-2222 or drummond@mnstate.edu) for any other information or questions regarding the University purchasing card program policies and procedures.