

## 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 15<sup>th</sup> of each month** will result in suspension of cardholder privileges.

### **Step 1: Paper statement review and approval.**

- 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.)? If not, please return it to the cardholder for completion. *Please do not forward an incomplete statement to Business Services.*
- 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.
- Did the **cardholder sign their paper statement**? If not, please return for signature.

### **Step 2: US Bank Access Online electronic approval.**

Approval Managers should have the cardholder's monthly paper statement available when completing this step.

- Log into <https://access.usbank.com> and complete the following:
  - Short Name:   **mnsu**
  - **User Name:** \_\_\_\_\_
  - **Password:** \_\_\_\_\_
- Select **Transaction Management** in the column to the left.
- Select **Manager Approval Queue**. All pending transactions that need approval will be on the screen.
- Review **Accounting Code** to the right:
  - Has the cardholder **entered the appropriate cost center and object code**?
  - Has the cardholder **entered a detailed purchase description**?
- If the reallocation process was completed properly, select **Approve**. If not reconciled properly, select **Reject** and request the cardholder to log in and to make corrections.
- Select **No further approval needed for these transactions**.
- Select **Approve**.
- **Sign and date** the cardholder's paper statement.

### **Step 3: Submit the signed paper statement to Business Services.**

#### **Please note:**

- **Manager Approval History** gives you the opportunity to **Pull Back** an approval. The transaction will then go back into your **Approval Queue**.
- If you wish to view all your past approvals, select **Manager Approval History**.

Contact Ginny Bachmann (477-2240 or [ginny.bachmann@mnstate.edu](mailto:ginny.bachmann@mnstate.edu)) for assistance with US Bank training needs or account maintenance. Contact Deanne Drummond (477-2222 or [drummond@mnstate.edu](mailto:drummond@mnstate.edu)) for any other information or questions regarding the University purchasing card program policies and procedures which are located at the following URL: <http://www.mnstate.edu/business-services/purchasing/purchasing-card-procedures.aspx>