3-8721
Samantha Vurus

AP Contact Information
Additional Information
How to Upload P-Card/Travel Card Documents
Billing Cycle Checklist

P-Card/Travel Card Imaging
University of Houston
Billing Cycle Checklist

The following must be completed by the 20th of each month for the most recently completed billing cycle:

Both P-Card and Travel Card

☐ Enter Account and Cost Center (if other than default cost center) for each transaction in SDOL

☐ Verify that items charged to contracts/grants are allowed by sponsor

☐ Document purpose/benefit on receipts or SDOL (or Travel Request)

☐ Verify that all transactions are supported with the itemized receipts or equivalent supporting documents

☐ Ensure that all purchases are made in compliance with the university policy

☐ Obtain additional approval/documentation if necessary (i.e., printing, advertisement, etc.)

☐ Print out the Expense Report and obtain signatures from the cardholder and certifying signatory

The Expense Report, receipts/supporting documentation, and additional approval/documentation (if necessary) should be uploaded to the UHS Finance System no later than 30 days after the end of the billing cycle.

Additional Requirements for Travel Card Only

☐ Enter Travel information (i.e., traveler name, destination, and departure date) for each transaction in SDOL

   Traveler name is not required for individual travel cards

☐ Ensure that approved Travel Request is included if the traveler is employee, prospective employee, or student
P-Card/Travel Card

HOW TO UPLOAD BACKUP DOCUMENTS TO UHS FINANCE SYSTEM

Step 1: Go to the P-Card/Travel Card Document Page
Navigation: Business Processes > AP > P/T Cards

Step 2: Enter the card information and click on Search
If you know the last 8 digits of card, enter the numbers.
If you enter EmplID, the system will list all cards that are issued to the particular employee.

Step 3: On the following page, click on Add New Document to upload new document.
Step 4: Click on **Browse...** and select document that you want to upload. Then select billing cycle Month and Year. Click on **Upload Image**.

Instructions:
1. Select an image file for this transaction by clicking the browse button below.
2. Upload the selected file by clicking the upload image button.

Business Unit: 00730
Department: H0172
Card Number: 05737446

Billing Cycle Month: May
Billing Cycle Year: 2017

Step 5: The document is now uploaded. Click on **check** to verify that the document is properly uploaded.
Additional Information