Re-allocate P-card Charges

Department
- Department makes purchase with P-card (Store, Web, Higher Mkts)
- Re-allocate Charges within 5 days of Banner P-card Transaction Notification
- Enter Journal Voucher
- Approved
  - Yes
  - No
  - JE returned to Initiator w/ explanation of what to correct

Purchasing
- Upon receipt - send all supporting documentation, receipts, packing slips, invoices
- Re-allocate Charges (Banner P-card Transaction Notification)
- Enter Journal Voucher
- Approved
  - Yes
  - No
  - JE returned to Initiator correct JV.

Banner
- P-card Holder notified of P-card Transactions in Banner
- Form FWAINVT
- Form FGAJVCQ
- Journal Voucher Posts, Journal Entry Created (funds moved)
- Check Approval Status Form FOIAPPH
- Check JV Status:
  - If unposted Form FGIJSUM
  - If Posted Form FGIDOCR