

&] v] v P Ø] š Ø d Ø v • Ÿ W • Z v • t K Z < z

z}μ Á]oo v}š Ø]À v}Ÿ • (Ø}u t}Ø I Ç š Z š Ç}μ Z À š Ø v • Ÿ}v • š} Ø À] ÁX z}μ u μ•š o} }I () Ø
š Z u š} À Ø] (Ç Ç}μ Ø %o μ Ø Z • • X / (Ç}μ } v}š À Ø] (Ç Ç}μ Ø š Ø v • Ÿ}v • U Ç}μ Ø μ P š• Á]oo



BE SURE TO CHECK BOTH VERIFY PROCUREMENT CARD AND VIEW PROCUREMENT CARD TRANSACTION VERIFICATIONS TO SEE IF YOU
TRANSACTIONS THAT NEED TO BE VERIFIED.

z}μ v o Á Ç • • š Z • š s } (Ç}μ Ø š Ø v • Ÿ}v • Ç P}] v P š} s / t W Ø } μ Ø u] š s Z Ø (Ø Ø uv š Z Ÿ}v • Ø

TO EDIT A PROCUREMENT CARD TRANSACTION ONCE IT GOES TO DRAFT STATUS:



Kv Ç}μ vš œ ^]š_ D} U Ç}μ v À œ](ç šœ v• Ÿ}v• %œ]v•šœμ Ÿ}v• ()œ ^s œ](ç]vP Wœ} μœ

& Ø } u Ç } µ Ø D v µ ~~XX~~ %o o y p § z v ☰ š

