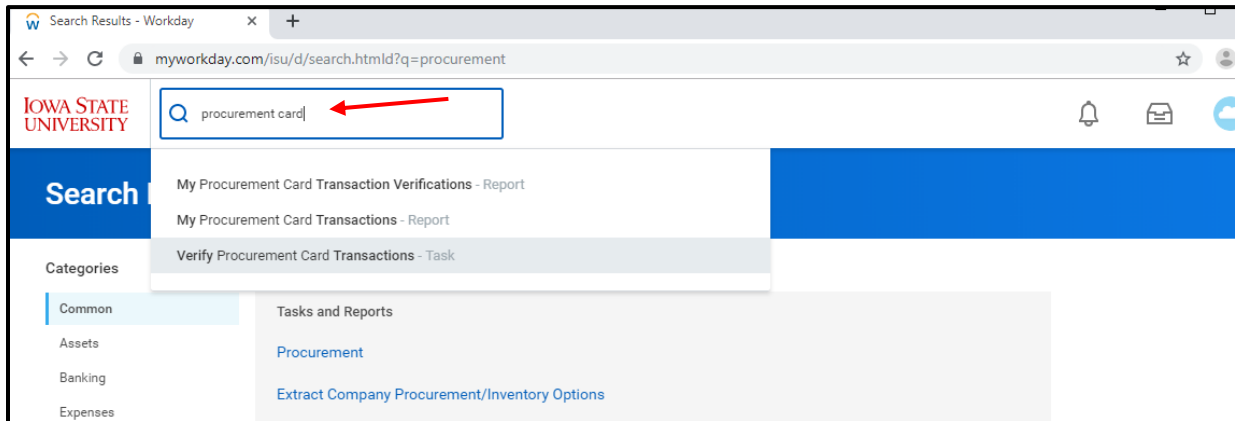
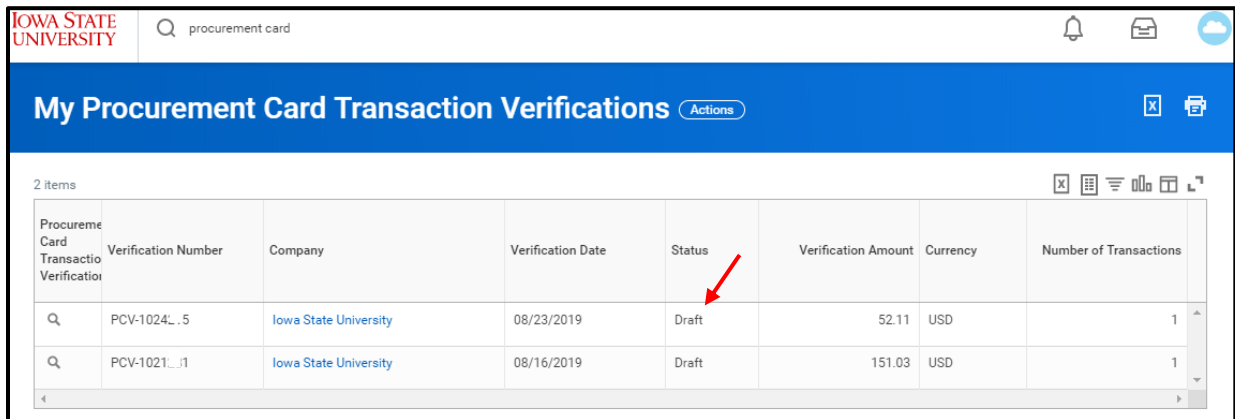


To see p-card verifications on your own p-card:

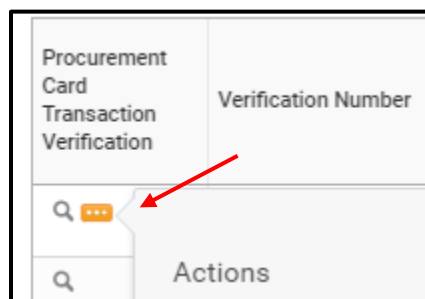
1. Type all or part of “My Procurement Card Transaction Verifications” into the search bar in Workday



2. After selecting the “My Procurement Card Transaction Notifications” report, a list of your p-card transactions will populate, and you’ll be able to see the status of those transactions, such as “New,” “Draft,” “In Progress,” and “Approved.” Use the magnifying glass to review more information about individual transactions.



3. Since the first transaction above is still in “Draft” status, it will need further editing before it can be submitted and sent on to the Treasurer or Advisor. Hover over the area with the magnifying glass in the first column until you see the orange rectangle, and then click it.



## Campus Organizations Accounting- My Procurement Card Transactions

- This will bring up an actions menu, through which you can hover over "Procurement Card Transaction" and then select "Edit." Once you have entered the editing screen, then you can continue working on your p-card verification. Please note that you can only edit a verification that is in "new" or "draft" status.

