

Director of Purchasing and Inventories

West Texas A&M University

Procurement Card Program Cardholder Allocation Guide

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Account Functionality

1. This is the Home screen. The screen shows cardholder account activity, news and links, scheduled reports, and completed reports.

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SNAPSHOTS				Complete Manual	
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		250			
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2. The "My Profile" tab allows the user to edit their name, password, challenge questions, and email address.

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	USER INFOR	MATION								
	* Displa	y Name:	MICKIE SCANTLING		* E-mail Address:	MSCANTLING@WTAMU.EDU				
	* First N	Name:	MICKIE		* Confirm E-mail Address:	MSCANTLING@WTAMU.EDU				
	 Last N 	Name:	SCANTLING		6 December 6 - F and a December	•••••				
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3. The "Account Information" screen (under the Account Activity tab) displays pertinent information about the cardholder and also displays transaction limits.

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e My Profile Accour	t Activity Reports				
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State / Province:	тх	Account Manager Access Permitted:	No		
Postal Code:	790160001	Additional Information:			
Country:	UNITED STATES	Transfer From Account			
Currency:		Transfer To Account Numbe	r		
Phone Number:	8066512099	Transfer Reason Code:			
E-mail Address:	MSCANTLING@WTAMU.EDU	Transfer Date:			
Effective Date:	07/14/2011				
Product Type:	Individual				
Account Status:	Active				
Tax Exempt:	Ν				

How to Allocate Transactions

1. Start at the home screen. Go to the account activity tab, and select "Transaction Summary."

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2. Select the reporting cycle for the month you are allocating. Then click "search."

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3. Your transactions will appear at the bottom of the screen.Select the screen icon to edit the account codes.

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4. Enter the expense description – no one word descriptions please!

5. Select your Division from the drop-down menu.

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6. Select your Department from the drop-down menu.

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7. Select the account that you will use for the purchase.

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8. Select the most appropriate object code.

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9. In the "Goods Received" field, select yes or no. Note: If the goods have NOT been received, you will need to complete a Procard Exception form to include in your log.

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10. Make sure to save your work after you allocate each transaction so that no data is lost.

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Copy to All	on Page								
┛╚┙┝╱			06/26/2017	06/22/2017	PEPITO'S MEXICAN RES CANYON, TX -79015	88.95			
			06/28/2017	06/26/2017	TASCOSA OFFICE MACHINE MWOOLSEY@YTOM, TX -79101	217.09			
								Page 1 of 1 Page	Go

11. Once the transactions have been allocated, check the "reviewed" box, and save. After you have reviewed the transactions and saved your work, you will not be able to make any more changes to the transaction.

SEARCH	RESULTS	5							
Expand All C	Collapse All								Search Total: 313.54
× 🛛 🕄								Page 1 of 1	Page Go
Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Alternate Tax Amount Additio	nal Information
<u>.1 @ } ∕</u>			06/05/2017	06/02/2017	SQU SQ BENJAMIN DONUT AMARILLO, TX -79109	7.50			

12. The transaction is now locked to prevent further editing. You may choose at this point to click the "send email" button and send an email to your supervisor or approver to let them know you have allocated.

Expand All 1	Collapse All								Search Tota	l: 313.54
	∍							Page 1 of 1	Page	Go
Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Alternate Tax Amount Addition	onal Informa	ition
<u>< II</u>			06/05/2017	06/02/2017	SQU SQ BENJAMIN DONUT AMARILLO, TX -79109	7.50				

Splitting Transactions

- 1. Splitting a transaction is done when a cardholder needs to separate a purchase between more than one account number and object code.
- 2. Click the split icon 🔁 to create a split.



3. Transactions can be split by an amount or by a percentage of the purchase.

Financial Detail Spl	lit Detail	L						
							< 🗎 🎯	
Reviewed Approved	Posting	Transaction	Description	Transaction	Tax Amount	Alternate Tax	Net Transaction Additional	
	Date	Date		Amount		Amount	Amount Information	
0	06/28/2017 (06/26/2017	MACHINE MWOOLSEY@YTOM, TX -79101	217.09			217.09	
							Split(s): 2 Add	
						Split By: Amount V Split ar	nd Ba	
Description			Dorcont	Amount	Tax Amount	Amount	— Select amount of a select a	or percent here
Description			reicent	Amount	Tax Amount	Percent		
This transaction does not ha	ave any split	s defined.						
Totals:								
							< 🗎 🧿	

4. You can also enter the number of splits you would like to create, and then click "add."

Financial Detail Split De	etail						
						< 🗎	3
Reviewed Approved Date	ing Transaction Date	Description	Transaction Amount	Tax Amount	Alternate Tax Net Tra Amount	nsaction Additional Amount Information	
06/28	3/2017 06/26/2017	TASCOSA OFFICE MACHINE MWOOLSEY@YTOM,	217.09			217.09	
		TV 70101					
		Enter	the numb	er of splits and	click "add"	Split(s) 2	dd
		Enter	the numb	er of splits and	click "add"	Split(e) 2	dd
		Enter	the numb	er of splits and	click "add"	Split(e) 2	۱dd ۲
Description		Percent	the numb	er of splits and _{Split B}	click "add" y: Amount V Split and Balar Alternate Tax Amoun	split(e) 2 2	،dd ۲
Description	any splits defined.	Percent	the numb	er of splits and split B Tax Amount	click "add" y: Amount Split and Balar Alternate Tax Amoun	cplit(a) 2 2	it
Description his transaction does not have a Totals:	any splits defined.	Percent	the numb	er of splits and split B Tax Amount	click "add" y: Amount v Split and Belar Alternate Tax Amoun	spir(c) 2	۵dd ۲
Description This transaction does not have a Totals:	any splits defined.	Percent	the numb	er of splits and split B Tax Amount	click "add" y: Amount v Split and Balar Alternate Tax Amoun	courted 2 2	kdd : 💙
Description This transaction does not have a Totals:	any splits defined.	Percent	the numb	er of splits and _{Split B} Tax Amount	click "add" y: Amount Y Split and Balar Alternate Tax Amoun	control Transaction Amount nt Net Amount	dd : 🗸

5. Enter the description for each line item as well as the amount. Then save your work.

Financial Detail	Split Detail							
								3 🕒 🤇
Reviewed	Approved Posting Date	Transaction Date Description	Transaction Amount	Тах	Amount	Alternate Tax Amount	Net Transaction Amount I	Additional nformation
	Enter de	escriptions	ICE /ТОМ, 217.09	Ente	r amount	s	217.09	
							Spli	it(s): 2 Add
Remove	Expand All Collapse	<u>All</u>			Split B	y: Amount V Split a	and Balance To: To	tal Transaction Amount 💙
Descripti	ion	★		Percent	Amount	Tax Amount	Alternate Tax Amou	Int Net Amount
Split - co	opier rental purchasing			50.00	108.55	0.00	0.0	108.55
Split -co	pier rental central supp	ly		50.00	108.54	0.00	0.0	00 108.54
			Totals:	100.00	217.09	0.00	0.0	00 217.09
								< 🔒 🤇

6. Click the **button** or "expand all" to expand the line items.

									<	
Reviewed Approve	d Posting Tran Date Date	e D	escription	Transaction Amount	Tax Amount		Alternate Tax Amount	Net Transaction	Additional Information	
	06/28/2017 06/20	6/2017 M/ M/ T>	ASCOSA OFFICE ACHINE WOOLSEY@YTOM, X -79101	217.09				217.09		
								Sp	plit(s):	2 Add
Remove Expand A	<u>ll Collapse All</u>					Split By:	Amount 💙 Split	and Balance To: To	otal Transaction	Amount 💙
Description					nt	Amount	Tax Amount	Alternate Tax Amo	ount Net A	mount
Description	Click her	e to e	expand t	the line iten	n •	Amount 108.55	Tax Amount 0.00	Alternate Tax Amo	ount Net A	108.55
ACCOUNTING CODES	Click her	e to e	expand 1	the line iten	n ⁰	Amount 108.55	Tax Amount 0.00	Alternate Tax Amo	ount Net A	108.55
ACCOUNTING CODES	Click her	e to e	expand 1	the line iten	n o	Amount 108.55 Object Code	Tax Amount 0.00	Alternate Tax Amo	ount Net A	108.55
ACCOUNTING CODES	Click her	Te to e	expand 1	the line iten	n o	Amount 108.55 Object Code	Tax Amount 0.00	Alternate Tax Amo 0. Goods Receive	ount Net A 0.00 red dit Accounting Co	tmount 108.55 odes
ACCOUNTING CODE: Division	Click her S INFORMATION	re to e Departmen	expand 1	the line iten	50.00	Amount 108.55 Object Code 108.54	Tax Amount 0.00 0.00	Alternate Tax Amo 0 Goods Receiv Ed	ount Net A 0.00 ved dit Accounting Co	108.55 odes 108.54
ACCOUNTING CODE:	Click her	re to e Departmen Y	expand 1	Account	50.00	Amount 108.55 Object Code 108.54	Tax Amount 0.00	Alternate Tax Amo 0. Goods Receive Ed	ount Net A 0.00 red dit Accounting Co 0.00	108.55 odes 108.54
Accounting codes Division	Click her	re to e Departmen Y Departmen	expand 1	Account	50.00	Amount 108,55 Object Code 108,54 Object Code	Tax Amount 0.00	Alternate Tax Amo	ount Net A 0.00 red dit Accounting Co 0.00 red	108.55 odes 108.54
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7. Then click "Edit accounting codes" to enter the accounts for each item.

incial Deta	iil s	Split Detail	-							
										< 🗎 🙂
Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amo	ount	Alternate Tax Amount	Net Transaction Amount	Additional Information
		06/28/2017	06/26/2017	TASCOSA OFFICE MACHINE MWOOLSEY@YTOM, TX -79101	217.09		I		217.09	
									Sp	lit(s): 2 Add
Remove	Expand All	<u>Collapse</u>	All				Split By: A	Amount 💙 Split a	and Balance To: To	tal Transaction Amount 🔽
) De	scription					Percent	Amount	Tax Amount	Alternate Tax Amo	unt Net Amount
Sp Sp	olit - copier r	ental purcha	sing			50.00	108.55	0.00	0.	.00 108.55
ACCOUNT	ING CODES	INFORMATI	ON							
Division			Departm	ient	Account		Object Code		Goods Receiv	ed
				Click he	ere to enter	accoun	it number	rs —	Ed	it Accounting Codes
j 🔽 🛛 sp	olit -copier re	ental central	supply			50.00	108.54	0.00	0	.00 108.54
ACCOUNT	ING CODES	INFORMATI	ON							
Division			Departm	ient	Account		Object Code		Goods Receive	ed
									Ed	lit Accounting Codes
					Totals:	100.00	217.09	0.00	0.	.00 217.09

8. Follow the normal process of selecting accounts and object codes. When this is completed, make sure to save your work. 9. To navigate back to the Transaction Summary, use the "breadcrumbs" at the top of the page.

	Transaction Summary) Split Transaction							
Financia	al Transaction successfully modified	Use t	hese li	inks to return	to the			
ICKIE SCAP	RANSACTION	Trans	saction	Summary		90160001		
Financial	Detail Split Detail							
								< 🗎 3
Revie	ewed Approved Posting Transaction Date Date	Description	Transaction Amount	Tax Amoun	t	Alternate Tax N Amount	et Transaction Add Amount Info	ditional rmation
	06/28/2017 06/26/2017	TASCOSA OFFICE MACHINE MWOOLSEY@YTOM, TX -79101	217.09				217.09	
							Split(s)): 2 Add
	e Expand All Collapse All				Split By: An	nount 💙 Split and	Balance To: Total T	Fransaction Amount 🔽
Remov				Percent	Amount	Tax Amount Alt	ernate Tax Amount	Net Amount
Remov	Description							
Remov	Description Split - copier rental purchasing			50.00	108.55	0.00	0.00	108.55

10. If the split worked correctly, you will be able to view it on your Transaction Summary screen.

	4 b			06/05/2017	06/02/2017	SQU SQ BENJAMIN DONUT AMARILLO, TX -79109	7.50			
	<u> </u>			06/26/2017	06/22/2017	PEPITO'S MEXICAN RES CANYON, TX -79015	88.95			
	<u>al</u> 6			06/28/2017	06/26/2017	TASCOSA OFFICE MACHINE MWOOLSEY@YTOM, TX -79101	217.09			
						Split(s) 1: Split - copier rental purchasing (50%)	108.55	0.00	0.00	
Sp	lit sho	uld ap	opea	r here		Split(s) 2: Split -copier rental central supply (50%)	108.54	0.00	0.00	
	S 🔒 🖸	D							Page 1 of 1 Page Go	
	Expand All C	Collapse All								4

11. You will still need to click the "reviewed" box and save your work just like a normal transaction. Once you have reviewed and saved your work, no additional editing will be permitted by the system.

Creating a Report

After all transactions are allocated, the cardholder will run a report of their transactions for the month. This report should be submitted to Purchasing in the procurement card log along with all receipts and other necessary documentation.

1. From your Home screen, go to the Reports menu and select "RUN."



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Home My Profile Account Activity Reports							
Run							
1. Reporting Entity: MICKIE SCANTLING							~
2. Report Name: Accounting Code Detail							~
3. Cost Allocation Scheme: Select scheme below							~
4. Filters: Select filters below							~
5. Criteria: Select criteria below							~
6. Frequency: Once							~
7. Delivery Options and Notifications: System Inbox & MSCANTLING@WTAMU.EDU							~
Submit Request Cancel							
Currently logged in as: MICKIE SCANTLING (mickietest, Cardholder)							

2. Type "Accounting Code Detail" report in the search box and click on the star to save to your favorites.

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★ Accounting Code Detail	0		
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Account	θ		
Currently logged in as: MICKIE SCANTLING (middetst, Cardholder) Last Visit: 09/26/2017			
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3. Click on Accounting Code Detail

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Run						
1. Reporting Entity: MICKIE SCANTLING					~	1
2. Report Name: Select report below					1	
Search						
My Exports	~	FAVORITES				
Account Management Reports	~	★ Accounting Code Detail		e	•	
Audit Reports	~	≜				
Lodging Reports	~					
Merchant Reports	~	Select this report				
Transaction Reports	~					

4. Leave everything as it is on Number 3 & 4 – nothing required

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R	n						
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2	Report Name: Accounting Code Detail						~
3	C st Allocation Scheme: Select scheme below						~
4	F ters: Select filters below						~
5	Criteria: Select criteria below						~
6	Frequency: Once						~
7	Delivery Options and Notifications: System Inbox & MSCANTLING@WTAMU.EDU						~
	Submit Request Cancel						

Currently logged in as: MICKIE SCANTLING (mickietest, Cardholder) Last Visit: 09/26/2017		
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<u>^</u>		Terms of Use Drivery Delicy CitiManager com

5. Check the box by "include splits" - <u>ALWAYS</u> – split or not!

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4. Filters: Select filters below					~	i
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Number Format		0/1	024			
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Date Format	5. Criteria:	C Q Search				
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6. Frequency: Once					~	
						i I
7. Delivery Options and Notifications: System Inbox & MSCANTLING@W	TAMU.EDU				~	1
Submit Request Cancel						

6. The next step is to select the frequency and date range for the report. You want the report to run according to the reporting cycle that you just allocated for. Then click "save."

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1. Reporting Entity: MICKIE SCANTLING			~	
2. Report Name: Accounting Code Detail			~	
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				5 I
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5. Criteria: Select criteria below			~	
6. Frequency: Reporting Cycle			^	
O Daza Basaction Guia Data Tusa				
Opaly Once Select the appro	opriate reporting cycle			
Oweekly Schedule Offset (in days) Number of cycles to run 0 ••••••••••••••••••••••••••••••••••••				
○ Monthly				
Reporting Cycle				
7. Delivery Options and Notifications: System Inbox & MSCANTLING@WTAMU.EDU			~	
Submit Request Cancel				

Note: The report will not run until the day after the cycle is over. For example, a report for the June 2017 billing cycle will not run until July 4th.

7. Return to the home screen.

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ACTIVITY		REPORTS & DATA FILES		NEWS	
ALERTS & NOTIFICATIONS > Previous 30 days	0	SCHEDULED REPORTS >		AFTER SEPT 17, IT WILL BE EAS	SIER TO RUN,
0 MOST RECENT POSTING DATE 09/20/2017		COMPLETED REPORTS >		After September 17th, the process to	create and run reports will cha More
O Previous 30 days	3	DATA FILES >		LINKS	
REVIEWED TRANSACTIONS Previous 30 days	0		More	CITIMANAGER >	
				CITIBANK CUSTOM REPORTING	>
REVIEW REQUIRED			Total Items: 3	RESOURCE CENTER	
201 N. 23RD STREET - Approve			USD 110.58 09/20/2017	GCMS REPORTING REFERENCE G	UIDE >
WM SUPERCENTER #793 >			USD 12.80	5	
1701 N 23RD ST - Approve			09/14/2017	HOW TO SET YOUR BROWSER TO HIGHER)	TLS 1.1 AND
2100 N 2ND AVE - Approve			09/11/2017	ADMINISTRATOR_INSTRUCTION	S_RELEASE_13.3 >
			More		
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	0		0	Complete Manual	
Month: Current		Total Spend		×	
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Note: The home screen is where you will check on the progress of your report. The report may take a while to run, depending on the number of transactions it covers.

8. Click "DASHBOARD" under Reports to see completed reports. You will also receive an email if you requested one.

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Accounting Accounting Accounting	g Code Detail	61.75 КВ 61.39 КВ	≥ .pdf ≥ .pdf C	09/22/2017 09/19/2017 ick here t	Entity Hame From Date	MICKIE SCANTLING 06/04/2017 Te report System]
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Accounting	g code Detail	61.75 KB 61.39 KB	≥.pdf ≥.pdf ∠.pdf	09/22/2017 09/19/2017	Entity kame From Date CO OPEN tl Created By Size Start Date End Date Duration	MICKIE SCANTLING 06/04/2017 The report System 63.30 KB 09/25/2017 11:26 CDT 09/25/2017 12:16 CDT 50 minutes 47 seconds]

9. Click on the name of the report to retrieve it and click "Download".

10. Choose "Open with" to open your report as pdf.

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shboard				
COMPLETED SCHEDULED		C		
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Accounting Code Detail	Accounting Code Detail.pdf	09/22/2017	Download	
Accounting Code Detail	which is: PDF file (63.3 KB) from: https://www.olohalmanagement.citidirect.com	09/22/2017		
Accounting Code Detail	innet should Firefox do with this file?	09/19/2017	Entity Name	MICKIE SCANTLING
	Open with TWINUI (default) V		From Date	05/04/2017
	Do this automatically for files like this from now on.		Frequency	Custom
	Sattings can be changed using the Applications tak in Einford's Options		Created By	System
	Seconds can be changed using the Applications as in metrors options.		Size	63.30 KB
	OK Cancel		Start Date	09/25/2017 11:26 CDT
			End Date	09/25/2017 12:16 CDT
			Duration	50 minutes 47 seconds

11. This is an example of how the report should look.

and the second sec		Accounting Code Detail				
0101		Posting Date:	06/04/2017 - 07/03/2017		Report II	D: sd1002
MICKIE SCANTLING 757	MTAMU					
CX -711174						
NT BOX 61001						
CANYON, 1X 790160001 0	SA					
						Expense
Posting Date	Transaction Date	Description				Amour
06/06/2017	06/02/2017	SQU SQ. BENJAMIN D	ONUTAMARILLO,TX -79109			7.5
Expense Description	Donuts for Donut Day purchasing a	nd central supply - list of w	no ate in back up			
Division:	Fine Arts & Humanities	Department:	English, Philosophy,	Account:	11078001892 - EPML	
			Modern Languages		Incidental Fee	
Object Code:	6012 - Food	Goods Received:	Yes			
06/26/2017	06/22/2017	PEPITO'S MEXICAN R	ESCANYON,TX -79015			88.9
Expense Description Accounting Codes	Lunch for staff - cleaning Old Ed ro	orn - list and meal form at	tached			
Division:	Fine Arts & Humanities	Department:	English, Philosophy, Modern Languages	Account:	11078027392 - EPML Study Abroad Nicaragua	
Object Code:	6012 - Food	Goods Received:	Yes			
06/28/2017	06/26/2017	TASCOSA OFFICE MA	CHINEMWOOLSEY@YTOM,TX -7910)1		108.58
Expense Description Accounting Codes	Split - copier rental purchasing					
Division:	Business & Finance	Department:	Purchasing/Inventories/C	Account:	11098510562 -	
			entral Supply		Purchasing Office	
Object Code:	7406 - Equipment Rental	Goods Received:	Yes			
06/28/2017	06/26/2017	TASCOSA OFFICE MA	ACHINEMWOOLSEY@YTOM,TX -7910	1		108.54
Expense Description Accounting Codes	Split - copier rental central supply					
Division:	Business & Finance	Department:	Purchasing/Inventories/C entral Supply	Account:	11078500362 - Central Supply	
Object Code:	7406 - Equipment Rental	Goods Received:	Yes			
Dvision: Object Code:	Business & Finance 7406 - Equipment Rental	Goods Received:	entral Supply Yes	Account		Total
Report Run By: MICKIE SC. Copyright @ 2017 Citigroup Inc.	AN ILING (mickletest, Cardholder User)		Page 1 of 1			