

Macalester College Standard Operating Procedure Approving Pcard OOP (Out-of-Pocket Expenses)



MACALESTER
COLLEGE

Business Services

The purpose of this standard operating procedure is to approve personal expenses through the Wells Fargo pcard reimbursement program known as OOPs. Approval is submitted electronically by the 10th of the month in order for the employee to receive the funds directly deposited into their personal account by the 13th of the month.

- Log into Wells Fargo
- Select cardholder statement
- Click on “Out-of-pocket Expenses” tab

Charges

Charge Type:

Viewing 1 to 6 of 6 Items

[Select All](#) | [Clear All](#)

<u>Transaction Date</u>	<u>Posting Date</u> ▲	<u>Personal</u>	<u>Merchant</u>	<u>Custom Fields</u>	<u>G/L Code</u>	<u>Receipt Attached</u>	<u>Amount / Original Currency</u>
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- Click “Select All” to approve all OOP expenses
Or
- Checkmark individual transactions to approve selected OOP expense

Out-of-pocket Expenses

Viewing 1 to 16 of 16 Items

[Select All](#) | [Clear All](#)

	<u>Transaction Date</u> ▲	<u>Expense Category</u>	<u>Custom Fields</u>	<u>G/L Code</u>	<u>Distance / Item Count</u>	<u>Rate / Per Diem</u>	<u>Status</u>	<u>Amount</u>
1.	<input type="checkbox"/>	09/15/2010	Hotels		704001 - Lodging-Travel		Pending Approval	158.73 USD

- Once you have selected the transaction you want to approve, click the “Approve” button (This will approve the OOP only)

- To decline a transaction, select the expenditure and click the “Decline” button
- To modify a transaction, select the expenditure and click the “Modify” button
- Then click the “Approve Statement” button to approve the entire statement
- You will notice at the top of the statement, the status will change from “Cardholder Reviewed” to “Approved”

Status:	Cardholder Reviewed	→	Status:	Approved
Charges:	1,256.81 USD		Charges:	1,256.81 USD
Out-of-pocket:	245.00 USD		Out-of-pocket:	245.00 USD
Total Amount:	1,501.81 USD		Total Amount:	1,501.81 USD