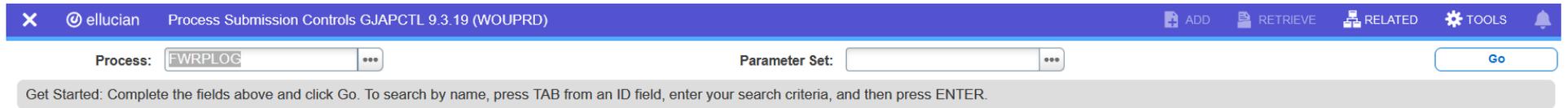


P-Card Log

In Banner go to form FWRPLOG (PCard Departmental Log Report)

Click on “Go”



The image shows a Banner search interface. At the top is a blue navigation bar with a close button (X), the user 'ellucian', and the application 'Process Submission Controls GJAPCTL 9.3.19 (WOUPRD)'. On the right side of the bar are icons for 'ADD', 'RETRIEVE', 'RELATED', 'TOOLS', and a notification bell. Below the navigation bar, there are two input fields: 'Process:' with 'FWRPLOG' entered and a dropdown arrow, and 'Parameter Set:' with an empty field and a dropdown arrow. To the right of these fields is a blue 'Go' button. Below the input fields is a grey instruction bar that reads: 'Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.'

Enter the printer name or click on the ... to be able to search for your printer.

ellucian Process Submission Controls GJAPCTL 9.3.19 (WOUPRD) ADD RETRIEVE RELATED TOOLS

Process: FWRPLOG PCard Departmental Log Report Parameter Set: [Start Over](#)

PRINTER CONTROL Insert Delete Copy Filter

Printer	WOU_ALMIRA	Submit Time		PDF Font Size	
Special Print		MIME Type	None	Delete After Days	
Lines	55	PDF Font		Delete After Date	

PARAMETER VALUES Insert Delete Copy Filter

Number *	Parameters	Values
01	Card Number	153379
02	From Date	09/27/2022
03	To Date	10/25/2022

1 of 1 10 Per Page Record 1 of 3

LENGTH: 6 TYPE: Character O/R: Required M/S: Single
Enter Last 6 digits of card number (accepts wildcards and %)

SUBMISSION Insert Delete Copy Filter

Save Parameter Set as

Name Description

Hold / Submit Hold Submit

SAVE

Press the Next Section button (arrow down located on the bottom left-hand corner on your screen) to get from the PRINTER CONTROL section to the PARAMETER VALUES section.

Confirm the last 6 numbers of your P-Card. If it is wrong, press tab once to the Values box and type in the correct numbers.

Press the arrow down key on your keyboard and change the From Date to the day after your last statement date. The date has to be in a MM/DD/YYYY format.

Press the arrow down key on your keyboard and change the To Date to the statement date. The date has to be in a MM/DD/YYYY format.

ellucian Process Submission Controls GJAPCTL 9.3.19 (WOUPRD) ADD RETRIEVE RELATED TOOLS

Process: FWRPLOG PCard Departmental Log Report Parameter Set: Start Over

PRINTER CONTROL Insert Delete Copy Filter

Printer	WOU_ALMIRA	Submit Time		PDF Font Size	
Special Print		MIME Type	None	Delete After Days	
Lines	55	PDF Font		Delete After Date	

PARAMETER VALUES Insert Delete Copy Filter

Number *	Parameters	Values
01	Card Number	xxxxxx
02	From Date	09/27/2022
03	To Date	10/25/2022

Record 1 of 3

LENGTH: 6 TYPE: Character O/R: Required M/S: Single
Enter Last 6 digits of card number (accepts wildcards and %)

SUBMISSION Insert Delete Copy Filter

Save Parameter Set as

Name Description

Hold / Submit Hold Submit

Press the Next Section button (arrow down located on the bottom left-hand corner on your screen) to get from the PARAMETER VALUES section to the SUBMISSION section.

Click on the Save Parameter Set as box.

Then click on the SAVE button that is located on the bottom right had corner of your screen.

▼ SUBMISSION + Insert - Delete 📄 Copy 🗑️ Filter

Save Parameter Set as Hold / Submit Hold Submit

Name Description

▲ ▼ SAVE

Your log will look something like the picture below. The line items will depend on what you purchased.

Western Oregon University
Procurement Card Purchasing Log - 27-SEP-2022 to 25-OCT-2022

10-NOV-2022

Card Number (last 6 digits): 153379 Card Index: BAO901
Card Expiration Date: 30-NOV-2025 Department: BAO Business Office Operation

Bank Tran Date	Banner Tran Date	Vendor Name	Banner Invoice No.	Item Description	Index Code	Account Code	Actv	Account Title	Transaction Amount
10-OCT-202	14-OCT-202	WATER - COFFEE DELIVERY	Z0046845	Water	BAO901	24998		Other Fees & Svcs (Tax re	42.92
11-OCT-202	14-OCT-202	AMZN MKTP US*HT25F6CQ0	Z0046839	Office Supplies	BAO901	20101		Office & Administrative S	35.38
16-OCT-202	19-OCT-202	AMAZON.COM*HT2SE14Y2 AMZN	Z0046950	Office Supplies	BAO901	20101		Office & Administrative S	13.72
19-OCT-202	24-OCT-202	TRAINCEL WEBINAR	Z0047070	1099 Training	BAO901	29030		Online Training	249.00
TOTAL:								341.02	

Card Custodian	_____	_____	_____
	Printed Name	Signature	Date
Budget Authority	_____	_____	_____
	Printed Name	Signature	Date
P-Card Program Manager	_____	_____	_____
	Printed Name	Signature	Date

By signing this document, all parties certify that the monthly statement has been reconciled and that all purchases were authorized and made in accordance with the applicable procedures and the Western Oregon University Purchasing Policy.

You will need the P-Log that you just printed, your statement and all of our receipts for the P-Log time frame.

You will need to number the items in order on your P-Log. **Please use red ink.**

Western Oregon University
Procurement Card Purchasing Log - 27-SEP-2022 to 25-OCT-2022

10-NOV-2022

Card Number (last 6 digits): 153379 Card Index: BAO901
Card Expiration Date: 30-NOV-2025 Department: BAO Business Office Operation

Bank Tran Date	Banner Tran Date	Vendor Name	Banner Invoice No.	Item Description	Index Code	Account Code	Actv	Account Title	Transaction Amount
10-OCT-202	14-OCT-202	WATER - COFFEE DELIVERY	Z0046845	Water	BAO901	24998		Other Fees & Svcs (Tax re	42.92
11-OCT-202	14-OCT-202	AMZN MKTP US*HT25F6CQ0	Z0046839	Office Supplies	BAO901	20101		Office & Administrative S	35.38
16-OCT-202	19-OCT-202	AMAZON.COM*HT2SE14Y2 AMZN	Z0046950	Office Supplies	BAO901	20101		Office & Administrative S	13.72
19-OCT-202	24-OCT-202	TRAINCEL WEBINAR	Z0047070	1099 Training	BAO901	29030		Online Training	249.00
TOTAL:								<u>341.02</u>	

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Card Custodian	_____	_____	_____
	Printed Name	Signature	Date
Budget Authority	_____	_____	_____
	Printed Name	Signature	Date
P-Card Program Manager	_____	_____	_____
	Printed Name	Signature	Date

By signing this document, all parties certify that the monthly statement has been reconciled and that all purchases were authorized and made in accordance with the applicable procedures and the Western Oregon University Purchasing Policy.

You will also need to number the items on your Statement so the numbers match how they are numbered on the P-Log. **Please use red ink.**



U.S. BANCORP SERVICE CENTER
P. O. Box 6343
Fargo, ND 58125-6343



WESTERN OREGON UNIVERSITY

ACCOUNT NUMBER [REDACTED]
STATEMENT DATE 10-25-22
TOTAL ACTIVITY \$ 341.02

00000600 01 SP 0.570 100401501973202 P

ACCOUNTING BUSINESS
WNU
345 MONMOUTH AVE. N.
MONMOUTH OR 97361-1329

MEMO STATEMENT ONLY
DO NOT REMIT PAYMENT

NEW ACCOUNT ACTIVITY

POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT
10-11	10-10	WATER - COFFEE DELIVERY 800-4928977 GA PUR ID: 862182312200698400 TAX: 0.00	24717052283262837105098	5199	42.92
10-12	10-11	AMZN MKTP US*HT23F9CQ0 AMZN.COM/BILL WA 240921022264102304212324 PUR ID: 112-1832568-08282 TAX: 0.00		5942	35.38
10-17	10-16	AMAZON.COM*HT2SE14Y2 AMZN AMZN.COM/BILL2MFB1062289083332062267 PUR ID: 112-5797058-91218 TAX: 0.00		5942	13.72
10-20	10-19	TRAINCEL WEBINAR WWW.TRAINCEL.CA PUR ID: opsntdsgmbtlaro TAX: 0.00	24011342292000030061834	8600	240.00

Default Accounting Code:		ACCOUNT NUMBER	ACCOUNT SUMMARY
CUSTOMER SERVICE CALL 800-344-5696	STATEMENT DATE	[REDACTED]	PREVIOUS BALANCE \$ 0.00
	DISPUTED AMOUNT		PURCHASES & OTHER CHARGES \$341.02
SEND BILLING INQUIRIES TO: C/O U.S. BANCORP SERVICE CENTER, INC U.S. BANK NATIONAL ASSOCIATION P.O. BOX 6235 FARGO, ND 58125-6235	AMOUNT DUE		CASH ADVANCES \$ 0.00
	\$ 3.00		CASH ADVANCE FEE \$ 0.00
	DO NOT REMIT		CREDITS \$ 0.00
			TOTAL ACTIVITY \$341.02

Now you will need to number the receipts. **Please use red ink.** They need to be in the same order as the P-Log. If you have an order where you have more than one item to make up a total. Please do it like the example of 2 (2a & 2b) on the Amazon order.

1-800-4-WATERS (1-800-492-8377) www.SierraSprings.com

Upcoming Delivery Dates

October 2022 Friday 28	December 2022 Friday 23
---------------------------	----------------------------

Sierra We Deliver! PRIMO
SPRINGS Bottled Water * Filtration * Coffee

Take a Hint! Now available for delivery - Hint and Hint Kids! Hint has all the health benefits of water plus tastebud-pleasing flavor with real fruit. Try a variety pack for only \$19.99!
Order today - 800-4-WATERS or water.com/myaccount.

Customer Account#: 862189319906964

WESTERN OREGON UNIVERSITY 345 MONMOUTH AVE N LIEUALLEN BUILDING - ROOM - 101 MONMOUTH, OR 97361	Invoice Date: 10-05-22 Invoice #: 19906964 100522 Purchase Order #:
---	--

Date	Transaction #	Details	Qt. y.	Each	Amount
		Previous Balance			74.39
		Payment - Credit Card - 097487 - Thank You			-74.39
		Remaining Balance			0.00
09-30-22	T222735164044	SIERRA SPRINGS 5G PURIFIED WATER	3	10.49	31.47
		5.0 GALLON BOTTLE DEPOSIT	3	6.00	18.00
		5.0 GALLON BOTTLE RETURN	-3	6.00	-18.00
		DELIVERY FEE	1	11.45	11.45
		Sales Tax			0.00
					42.92

Rec'd By:

Did you know that in addition to the top left corner of this bill, you can also find your delivery schedule at water.com/myaccount? Online you can also easily skip or add a delivery as needed.

Previous Balance	=	Payment	+	Total Item Charges	=	Pay This Amount
\$74.39		\$74.39		\$42.92		\$42.92

Web: the complete account number or your check. Search receipts and receipt numbers in the account or website. To pay online go to water.com

Customer Account#: 862189319906964

Due By: Upon Receipt

Late Fees May Apply After: 10-28-22

Total Amount Due: \$42.92

Check here and see reverse for address and phone corrections.

WESTERN OREGON UNIVERSITY
CHERRI DARBY
345 MONMOUTH AVE N
LIEUALLEN BUILDING - ROOM - 101
MONMOUTH, OR 97361

\$

Mail Remittance With Payment To:

SIERRA SPRINGS
PO BOX 660579
DALLAS, TX 75266-0579

022010 191213 08621893199069643 0004292 2 0004292 2 9

Your Amazon.com order of "Post-it Super Sticky Notes..." and 2 more items.

1 message

Amazon.com <auto-confirm@amazon.com>
Reply-To: no-reply@amazon.com
To: darbyc@wou.edu

Mon, Oct 10, 2022 at 4:46 PM

| Your
Account |
Amazon.com

amazonbusiness

Order Confirmation

Order #112-1832568-0828247
Order #112-5797058-9121808

Hello Cheri Darby,

Thank you for shopping with us. We'll send a confirmation once your items have shipped. Your order details are indicated below. If you would like to view the status of your order or make any changes to it, please visit Your Orders on Amazon.com.

Your purchase has been divided into 2 orders.

This order is placed on behalf of Western Oregon University.

Order Details

Order #112-1832568-0828247
Placed on today, October 10

Your guaranteed delivery date is:
Wednesday, October 12

Your shipping speed:
✓prime **FREE Prime Delivery**

Your order will be sent to:
**Cheri Darby
MONMOUTH, OR
United States**

Order Details



Post-it Super Sticky Notes, 3x3 in, 24 Pads, 2x the Sticking Power, Energy Boost, Bright Colors (Orange, Pink, Blue, Green), Recyclable (654-6SSAU)
Office Product
Sold by Amazon.com Services LLC
Condition: New

\$22.39

29

12.99

26

35.38



Dooke Ergonomic Mouse Pad with Wrist Support, Cute Mouse Pads with Non-Slip PU Base for Home Office Working Studying Easy Typing & Pain Relief Trendy Floral
Sold by Dooke
Condition: New

\$12.99

2b

Order Total: \$35.38

The payment details of your transaction can be found on the order invoice.

Order #112-5797058-9121808
Placed on today, October 10

Your estimated delivery date is:
October 31

Your shipping speed:
✓prime **Two-Day Shipping**

Your order will be sent to:
**Cheri Darby
MONMOUTH, OR
United States**

Order Details



Paper Mate Profile Retractable Ballpoint Pens, Bold (1.4mm), Purple, 12 Count Office Product
Sold by Amazon.com Services LLC
Condition: New

\$13.72

3

Order Total: \$13.72

The payment details of your transaction can be found on the order invoice.

To learn more about ordering, go to [Ordering from Amazon.com](#).
If you want more information or need more assistance, go to [Help](#).

Thank you for shopping with us.
Amazon.com

Exclusive items from our brands



CToN 700 Pcs Paper Clips Assorted...
\$8.99 ✓prime



Amazon Basics Bullet/Chisel...
\$13.48 ✓prime

The payment for your invoice is processed by Amazon Payments, Inc. P.O. Box 81226 Seattle, Washington 98108-1226.
If you need more information, please contact (866) 216-1075

By placing your order, you agree to Amazon.com's [Privacy Notice and Conditions of Use](#). Unless otherwise noted, items sold by Amazon.com are subject to sales tax in select states in accordance with the applicable laws of that state. If your

[MARKETING] Your TRAINCEL receipt [#1253-2448]

1 message

TRAINCEL <receipts+acct_1lsBbqIQoYdqTImp@stripe.com>
Reply-To: TRAINCEL <info@traincel.com>
To: darbyc@wou.edu

Wed, Oct 19, 2022 at 11:52 AM

Receipt from TRAINCEL

Receipt #1253-2448

AMOUNT PAID	DATE PAID	PAYMENT METHOD
\$249.00	Oct 19, 2022, 2:52:44 PM	VISA - 3379

SUMMARY

Recorded Session for IRS Form 1099 Reporting Update × 1 \$249.00

Amount charged

\$249.00

4

If you have any questions, contact us at info@traincel.com or call at
+1 844-762-3336.

Something wrong with the email? [View it in your browser.](#)

You will then need to **print your name, sign your name and put the date on the Card Custodian line**. You will then make a packet of everything in the following order.

1. P-Card Log
2. Statement
3. Receipts

You will then give the packet to your Budget Authority. They will then look everything over and then fill out the Budget Authority line and then send it to the Accounting and Purchasing Agent in the Accounting and Business Services Office.

Card Number (last 6 digits): 153379 Card Index: BAO901
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Bank Tran Date	Banner Tran Date	Vendor Name	Banner Invoice No.	Item Description	Index Code	Account Code	Actv	Account Title	Transaction Amount
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19-OCT-202	24-OCT-202	TRAINCEL WEBINAR	Z0047070	1099 Training	BAO901	29030		Online Training	249.00
TOTAL:								341.02	

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Card Custodian			
	Printed Name	Signature	Date
Budget Authority	_____	_____	_____
	Printed Name	Signature	Date
P-Card Program Manager	_____	_____	_____
	Printed Name	Signature	Date

By signing this document, all parties certify that the monthly statement has been reconciled and that all purchases were authorized and made in accordance with the applicable procedures and the Western Oregon University Purchasing Policy.