

## **P-Card IntelliLink Logsheets Procedures**

**Print the email only if all transactions are coded and approved. Accounts Payable will resend the completed logsheet(s) when all receipts/invoices have been processed and approved in IntelliLink.**

**Reminder:**

**A separate email will be sent for each P-Card.**

**Reconciler will:**

- 1. Print in duplex each separate logsheet**
- 2. Obtain the cardholder's signature on the signature line**
- 3. IMPORTANT: Obtain ALL required budget authority signatures**
  - ♦ All budget authorities sign in the area below the Employee ID**
  - ♦ Employee ID is to be left blank**
- 4. Make a copy of the logsheet before returning it to the Business Office.**
- 5. Return the logsheet(s) to the Business Office in the Credit Card Logsheets Envelopes. These envelopes can be picked up in the Business Office.**

**Logsheets are to be returned with all required signatures to the Business Office in Sheridan Hall, Room 106 by the due date.**