PCard Repayment to UM

CORAL GABLES CAMPUS ONLY - Cash, Check or Money Order
The cardholder must take the following steps:

A. Complete the Cashier’s Office-Departmental Transmittal Form.
   1. Description: PCard Repayment from [employee’s full name]
   2. Ledger Account: 2101 Procurement Card
   3. Driver Worktag: Your Program number (e.g., your main dept. acct number. Ask your CCM or SBM if you do not know)
   4. Amount: Complete the appropriate section - Check(s)/Money Order or Cash
   5. Department: Your department
   6. Date: Today’s date
   7. Submitted by: Your name
   8. Phone Extension: Your direct line

Cashier’s Office Departmental Transmittal Form

1. Complete this section if paying with Check or Money Order
2. Description: PCard Repayment from [employee’s full name]
3. Ledger Account: 2101 Procurement Card
4. Driver Worktag: Your Program number (e.g., your main dept. acct number. Ask your CCM or SBM if you do not know)

1. Complete this section if paying with Cash
2. Description: PCard Repayment from [employee’s full name]
3. Ledger Account: 2101 Procurement Card
4. Driver Worktag: Your Program number (e.g., your main dept. acct number. Ask your CCM or SBM if you do not know)

1. Department: Your department
2. Date: Today’s date
3. Submitted by: Your name
4. Phone Extension: Your direct line
B. Take completed form and form of payment to the Cashier's Office located at Student Services Building. Cashier will issue a deposit receipt for the repayment.

C. When reconciling personal charges in Workday, include the following:
   1. **Spend Category**: Use category that relates the closest to the charge on the card. If none matches and the account allows it, then you can use Miscellaneous code.
   2. **Memo**: PCard Repayment to UM, explain the personal charge in greater detail.
   3. **Program**: The same Program number you entered on the Cashier's form.
   4. **Deposit receipt** from the Cashier's Office and documentation to support the transaction (e.g. actual transaction receipt).

**WORKDAY**

1. **Spend Category**: see above
2. **Memo**: see above
3. **Program**: The same Program number you entered on the Cashier’s form.
4. **Include deposit receipt** from the Cashier's Office and documentation to support the transaction (e.g. actual transaction receipt).