Documentation

Unofficial Documentation of Processes

- P-Card Verification

P-Card Verification

File Names

Solution (as of November 9, 2022)

Introduction

> Please attach at most two PDF files.

> Dates are `MM.DD.YYYY` and zero-padded; e.g., *July 4, 2022* becomes *07.04.2022*.

File One

> A javascript web app (using codepen.io) has been created that will create the file name automatically. Feel free to use it freely.
>
> P-Card Attachment Verification File Name

> This PDF file is only for relevant documents for the transaction like: invoice, receipt, purchase request, affidavit of lost receipt, request to serve food, or P-Card delegation. (See Valid Document Types below)

Label your PDF File *<Supplier's Name> <Date of Purchase> <Invoice or Receipt> <comma-seperated list of included documents>.pdf*

- *Walmart 11.09.2022 Receipt, Purchase Request.pdf*
- *walmart 11.09.2022 receipt, pr, request to serve food.pdf*
- *Walmart 11.09.2022 Affidavit for Lost Receipt, PR, Request to Serve Food.pdf*

Valid Document Types

- Invoice

- Receipt
- Purchase Request [PR]
- Affidavit of Lost Reciept
- Request to Serve Food
- P-Card Delegation

File Two

> This PDF file combines any other files required to justify approval.

Label your PDF File *Additional Documentation for Purchase Justification.pdf*

Example

