

Purchasing Card Monthly Log

Transaction compliance per section 10 of the procurement card guidelines and procedure manual.

Compliance Reviews

Compliance Reviews of transactions will be done by the P-Card Program Administrator. These reviews are driven by data. If there is not an approved waiver in place or an email notification of a potential non-compliant transaction, the Non-compliant Notice Program **WILL** be initiated.

P-Card Log Reviews

All P-Cardholders and Custodians must submit their monthly transaction log via email to p_card@txstate.edu, only when there have been charges, by the last business day of the month. The logs will be used in conjunction with the Card Integrity Report to verify compliance.

How to locate a credit card statement and covert to transaction log through adobe sign.

Log into CitiManager at

<https://home.cards.citidirect.com/CommercialCard/ux/index.html#/login?locale=en>

In the field to the left of “Card Accounts”, enter the last four digits of card, then click on the magnifying glass icon or by selecting your card number.

CitiManager

Company 754 TX STATE UNIV SAN MARCOS - US

Welcome, CYNTHIA
My Profile | Sign Out

Card Accounts

3971

0% OUTSTANDING REQUESTS 0/616

0 ACCOUNTS OVERDUE

\$ 841,000.00 TOTAL CREDIT REMAINING

19% UNACTIVATED CARDS 509/2733

\$ 186,276.33 TOTAL RECENT ACTIVITY

CREATE USER APPLY FOR NEW CARD ALERTS SET PASSCODE

Credit Limit

Available Credit

Current Balance

\$0.00 No payment due

Open

Replace Card View Requests Statements View Pin Alerts

Recent Activity

Transaction details, amount or date

Advanced Search >>

Recent Authorization(s)

TRANSACTION DATE	POSTING DATE	TRANSACTION DETAILS	EXCHANGE RATE	AMOUNT	STATUS
There are no outstanding authorizations on this account.					

Unbilled Transaction(s)

Click on the card number of cardholder or click on your card number

HOME /

Search

CARD NUMBER ▲	USERNAME ▼	CARD NAME ▼
.... ..07 3971		R JON MCGEE
.... ..79 3971	talizorah	CHRISTOPHER HERMAN

Click on the statement date requested.

STATEMENTS

RECENT	03 OCT 2020	03 SEP 2020	03 AUG 2020	03 JUL 2020	03 JUN 2020	VIEW MORE
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Once the statement appears, click on the “Download” link and select

Billed Transactions

DOWNLOAD (PDF, CSV, XLS)

Please select a download format.

☐ CSV

☒ PDF

☐ EXCEL

DOWNLOAD CANCEL




Save this file in PDF format so that you can easily retrieve it.

Once you have reviewed the transactions and agree with them; open Adobe Sign click “Send” tab


Recipients- you will add yourself as the first signer and then add your Account Manger as the second signer, and CC P_Card@txstate.edu

Recipients*

Complete in Order ☒ Complete in Any Order [Add Me](#) [Add Recipient Group](#) [?](#)

1	 Myself	 Email	 
2	 web8@txstate.edu	 Email	 
3	 Enter recipient email		

CC [Hide](#)

p_card@txstate.edu 

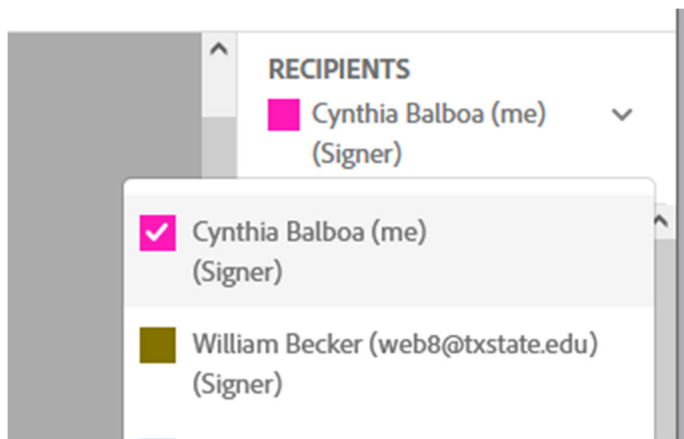
Message- note the PCard log statement for the month of

Example January 2023

File- you will add your saved PDF fill by dragging and dropping here.

Click the “Next” button.

Add your signature lines (date will automatically be included) and your Account Managers signature line.



The lines need to have the 2 different colors

CITIBANK CORPORATE CARD

Account Statement



Account Inquiries:
Toll Free: 1-(800)-248-4553
International: 1-(904)-954-7314
TDD/TTY: 1-(877)-505-7278

Account Number: XXXX-XXXX-XXXX-7428

Summary of Account Activity

Total Activity \$400.00

Send Notice of Billing Errors and Customer Service Inquiries to:
CITIBANK, N.A., PO BOX 6125, SIOUX FALLS SD 57117-6125

Not an invoice. For your records only.

Credit Limit	\$10,000
Cash Advance Limit	\$0
Statement Closing Date	02/03/2023
Days in Billing Period	31

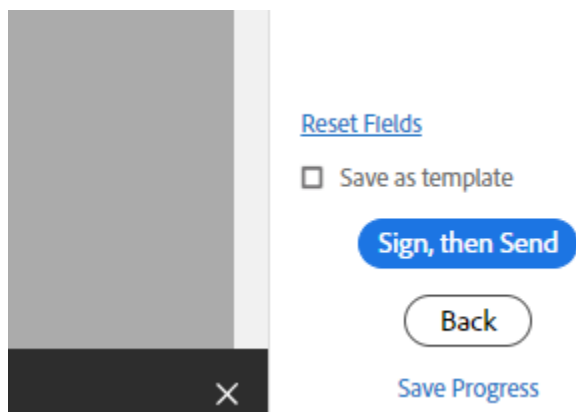
Transactions

Post Date	Trans Date	MCC	Reference Number	Description/Location	Amount
***** NOTICE MEMO ITEM(S) LISTED BELOW *****					
01/05	01/05	9399	5548872300640786000040	1 PURCH TRAIN CERT CC 5124633989 TX 78711 USA	375.00
				607316698	
01/30	01/27	5999	62712913028000000647439	2 HILL COUNTRY TROPHY SAN MARCOS TX 78666 USA	25.00
***** TOTAL AMOUNT OF MEMO ITEM(S): \$400.00 *****					


* Signature

* Signature

Click "Sign, then Send" lower right-hand button.



The document will open waiting for your adobe signature once you sign and

click the blue “Click to Sign”  the document will be sent to your Account Manager for signature.

Once the Account Manager signs the document you will receive the signed copy back along with a copy being sent to PCard email.

CITIBANK CORPORATE CARD

Account Statement

Commercial Card Account
PROCUREMENT DEPARTMENT



Account Inquiries:

Toll Free: 1-(800)-248-4553

International: 1-(904)-954-7314

TDD/TTY: 1-(877)-505-7276

Account Number: XXXX-XXXX-XXXX-7428

Summary of Account Activity

Total Activity \$400.00

Send Notice of Billing Errors and Customer Service Inquiries to:
CITIBANK, N.A., PO BOX 6125, SIOUX FALLS SD 57117-6125

Not an invoice. For your records only.

Credit Limit \$10,000

Cash Advance Limit \$0

Statement Closing Date 02/03/2023

Days in Billing Period 31

Transactions

Post Date	Trans Date	MCC	Reference Number	Description/Location	Amount
***** NOTICE MEMO ITEM(S) LISTED BELOW *****					
01/06	01/05	9399	55488723006400786000040	1 PURCH TRAIN CERT CC 5124633989 TX 78711 USA 375.00 607316698	
01/30	01/27	5999	62712913028000000647439	2 HILL COUNTRY TROPHY SAN MARCOS TX 78666 USA 25.00	
***** TOTAL AMOUNT OF MEMO ITEM(S):					\$400.00

Cynthia Balboa

Cynthia Balboa (Feb 9, 2023 10:11 CST)

William Becker

William Becker (Feb 9, 2023 10:32 CST)

Save your sign copy with your receipts.