

# University of West Georgia

Purchasing Services

Job Aid IV

## Approving P-Card Pre-Approval Request For Supervisors & Budget Approvers

- You will receive an email for all P-Card pre-approval requests submitted by the cardholders whom you supervise or who make purchases from the budget for which you are responsible.
- Click on the Purchasing Card Log link in the email when received.
- Log into Google with your UWG username and password if required. This is the username and password used when logging onto your computer
- Review and validate the purchase request to determine if the purchase is in compliance with the University's P-Card Plan and State law and that the p-card is the appropriate method of payment.
- Type either "Approved" or "Denied" and the date in the Supervisor Approval or Budget Approval column.
- At this stage there are two options:
  1. Once the approval or denial has been entered, the spreadsheet can be closed. The cardholder will receive an email that you have updated the spreadsheet.
  2. If you wish to send a message regarding the transaction to the cardholder, click on File – Email Collaborator – type message and select recipients before hitting Send.

