UNIVERSITY OF MIAMI

CORPORATE CARD SERVICES

PCard Repayment to UM

RSMAS CAMPUS ONLY- Credit Card or Check
The cardholder must take the following steps:

A. Prepare the Procurement verification in Workday and save as DRAFT.
   1. Please check the following is entered:
   1. ***Spend Category:*** *Use category type 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.
   2. ***Program:*** Your Program number (e.g., your main dept. acct number. Ask your CCM or SBM if you do not know)
   3. Original receipt for expense(s)

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)

B. Visit the Cashier's office located at RSMAS, SLAB Bldg, Room 110.
   1. Bring the DRAFT Procurement verification
   2. Amount of repayment

C. Cashier will issue a deposit receipt for the repayment

D. Go back to the DRAFT Procurement verification and upload the cashier's deposit receipt.

Any questions about the RSMAS Campus process, please contact **Jessica Nottage at (305) 421-4081 or** j.nottage@miami.edu.