Every month, documentation must be uploaded for every cardholder. This uploaded documentation must be one of three document sets:

1. An Account Status Report and a “No Transactions” Transaction Log
2. An Expense Report, a Transaction Log, and the invoices/receipts for each transaction
3. A Journal Entry Detail sheet, an Expense Report, a Transaction Log, and the invoices/receipts for each transaction

Before you begin to upload, you should scan each cardholder’s documentation into a separate file. NOTE: Backup documentation should be scanned and submitted in the same order as the transactions are listed on the Expense Report.

PLEASE CHECK TO MAKE SURE THAT EACH PAGE OF THE DOCUMENT IS ORIENTED SO THAT IT CAN BE EASILY READ.

Enter the last 4 digits of the card and then click Search.
Verify that you have the correct cardholder. Click **Add New Document**.

Click the **Browse** button and navigate to select the document that you want to upload. Select the Billing Cycle Month and Year and click **Upload Image**.

**NOTE:** The Billing Cycle or Reporting Cycle is the month that the cycle ENDS, for example, the June 2015 reporting cycle ends on 6/3/15 and the July 2015 reporting cycle ends on 7/3/15.
The document is now uploaded. Click on [image] to verify that the document is properly uploaded and that each page is oriented so that it can be easily read.

If you have documents to upload for other cardholders, click [image]. That will take you back to the beginning screen.

Instructions for making corrections are in a separate document available on the Procurement Card web page.