TCNJ THE COLLEGE OF NEW JERSEY

TCNJ P-Card Approver Quick Reference

https://wellsoffice.ceo.wellsfargo.com

Company ID: COLLE751

https://treasurer.tcnj.edu/procurement-card/

Approval Dates

September 2023 10/10/2023 - 10/14/2023	**January 2024** 02/08/2024 - 02/12/2024	**May 2024** 06/08/2024 - 06/12/2024
October 2023 11/08/2023 - 11/12/2023	**February 2024** 03/08/2024 - 03/12/2024	**June 2024** 07/09/2024 - 07/13/2024
November 2023 12/08/2023 - 12/12/2023	**March 2024** 04/09/2024 - 04/13/2024	**July 2024** 08/08/2024 - 08/12/2024
December 2023 1/10/2024 - 1/14/2024	**April 2024** 05/08/2024 - 05/12/2024	**August 2024** 09/08/2024 - 09/12/2024

Key Facts

- Approver MUST approve every transaction.
- Approver can reclassify Chart of Accounts & POETAFs (project/grants) and attach receipts.
- P-cards & Travel cards can not default to a POETAF, but can be reclassified to a Project.
- Ensure reclassification is to the correct Expenditure Account.

HELPFUL HINTS

Passwords

Use a password keeping software to store passwords

Examples:
LastPass
Password Boss
BitWarden

Calendars

Set calendar reminders each month for the Approval Periods.

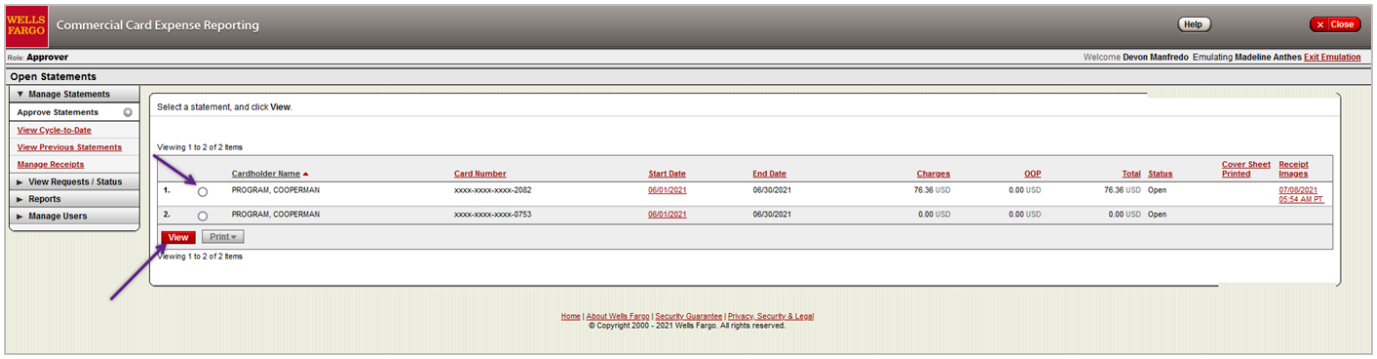
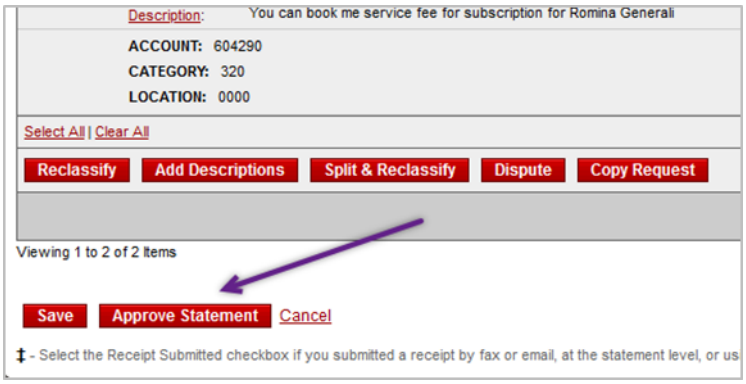
Browsers

Wells Fargo works best when using FireFox.
Reset your passwords using FireFox.

Requirements

- Change password every **90** days.
- Accounts go inactive after **180** days of no use.
- Admin must reset inactive account passwords.
- Can not reuse passwords.

Process Name: Approving P-Cards in Wells Fargo

Step	Detail
1	Sign in to Wells Fargo
2	Choose the p-card to approve. Click View 
3	Reclassify & add receipts if necessary. • Reclassifying Expenses - COA & POETAF
4	Click Approve Statement