

TCNJ P-Card & Travel Cardholder Quick Reference

<https://wellsoffice.ceo.wellsfargo.com>

Company ID: COLLE751

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

KEY FACTS

5 Business Day Approval Grace Period after the Month's End

Cardholders are liable for all transactions on their p-cards & travel cards.

Every transaction **MUST** have a receipt & be reclassified and ensure that it is charging the correct Expenditure Account.

P-cards & Travel cards can not default to a POETAF, but can be reclassified to a Project or Grant.

Fun Facts

Create Expense Templates for coding ease & efficiency.

Reconcile to your Full POETAF.

Filter to Pending Approval to fix COAs or Receipts prior to Approval.

Utilize the Self-Service Dashboard for available credit & transaction declines.

HELPFUL HINTS

Passwords

Use a password keeping software to store passwords

Examples:

LastPass
Password Boss
BitWarden

Calendars

Set calendar reminders each week to Code (reconcile) outstanding transactions.

Browsers

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

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.