



District Purchase Card Monthly Process

***** NEW IN FEBRUARY 2022 *****

NVC website link: [District Purchase Card Guidelines & Forms](#)

Download the purchase card monthly statement from Elan Financial Services online portal.
The monthly statement is available on the 21st of each month.



Gather all receipts for transactions on the statement.



Submit a Requisition for PO no later than the 30th of the month.

- Requisition Date: **1st day of the billing month**
- Vendor: **NVCPC-First Lastname**
- AP Type: **APPC**
- Use **1** line item per purchase card transaction. Describe merchant and transaction.
- Statement total amount should match Requisition total amount.

NOTES: For monthly recurring transactions (e.g. software subscription), a Requisition for annual Open PO may be submitted using the NVCPC vendor.

The **Requisition for P-Card** is separate and different from **Requisition for Travel**.

Approvals will be automatically assigned to the appropriate budget center manager, grant manager, facilities, IT, and advertising approvers based on approval tree in Colleague.



Email the following to accounts.payable@napavalley.edu

- Statement
- Receipts
- PO number