



## PCARD TRANSACTION ENVELOPE (TE) CYCLE DATES

### JOB AID INDEX

| FY25   | REMINDERS/ TIPS  | DATES TO ENTER FOR EACH CYCLE<br>(check before you save) |                 | DATES TO CALENDAR | TE DUE: | * NOTE | (Optional use only)   | (Optional use only)                 |
|--|--|--|-----------------|-------------------|---------|--------|-----------------------|-------------------------------------|
|  |  | Start date   | End Date        |                   |         |        | GENERAL COMPLETED     | GRANTS COMPLETED<br>(If applicable) |
| <b>WEEKLY TASKS:</b><br><br><u>Card Holders:</u><br>Adjust coding<br>Add notes<br>Check review box<br>SAVE<br><br><u>Approvers:</u><br>Approve<br>after card holders<br>(does not apply to grants)<br><br><i>Credit limit and budgets will be affected if these duties are not done by:</i><br><u>Thursday every week.</u> | <b>*CHECK DATES BEFORE YOU SAVE.</b><br><br><b>*All receipts must be in order as they appear on report and scanned into 1 document.</b><br><br><b>*All registration and travel must include:</b><br>1. Approved leave form<br>2. Seminar agenda,<br>3. GSA print out (link below).<br><br><b>**Rejected TE's must be corrected and resubmitted in 5 days, to avoid PCard suspension.</b> | <b>START DATE</b>  | <b>END DATE</b> | <b>DUE DATES</b>  |         |        | <b>Initials/ Date</b> | <b>Initials/ Date</b>               |
|  |  | 7/3/2024   | 7/30/2024       | 08/07/24          |         |        |                       |                                     |
|  |  | 7/31/2024  | 8/27/2024       | 09/04/24          |         |        |                       |                                     |
|  |  | 8/28/2024  | 9/24/2024       | 10/02/24          |         |        |                       |                                     |
|  |  | 9/25/2024  | 10/22/2024      | 10/30/24          |         |        |                       |                                     |
|  |  | 10/23/2024   | 11/19/2024      | 11/27/24          |         |        |                       |                                     |
|  |  | 11/20/2024   | 12/17/2024      | 01/08/25          | *       |        |                       |                                     |
|  |  | 12/18/2024   | 1/14/2025       | 01/22/25          |         |        |                       |                                     |
|  |  | 1/15/2025  | 2/11/2025       | 02/19/25          |         |        |                       |                                     |
|  |  | 2/12/2025  | 3/11/2025       | 04/02/25          | *       |        |                       |                                     |
|  |  | 3/12/2025  | 4/8/2025        | 04/16/25          |         |        |                       |                                     |
|  |  | 4/9/2025   | 5/6/2025        | 05/14/25          |         |        |                       |                                     |
|  |  | 5/7/2025   | 6/3/2025        | 06/11/25          |         |        |                       |                                     |
|  |  | 6/4/2025   | 7/1/2025        | 07/09/25          |         |        |                       |                                     |

\*\* Run the Company Report for the current cycle to assist with creating an accurate envelope.  
 REPORTS> COMPANY REPORT > CLICK ON CYCLE > EXECUTE > CLICK IN BOX NEXT TO CARD > SUBMIT

\* December TE-due on or before: on or before 1/8/25

\* March TE-due on or before: on or before 4/2/25

**\*Transaction Envelopes not submitted by due date are subject to PCard suspension.**

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### LINK INDEX:

|   |   |                 |
|---|---|-----------------|
| WCSD WEBSITE PCARD INFORMATION:         | <a href="https://www.washoeschools.net/Page/17733">https://www.washoeschools.net/Page/17733</a>                                   | (Intranet page) |
| LINK TO PCARD ASSISTANCE:               | <a href="https://www.washoeschools.net/Page/19635">https://www.washoeschools.net/Page/19635</a>                                   | (WCSD page)     |
| COMMERCE BANK LINK:                     | <a href="https://controlpayadvanced.com/welcome.aspx?ReturnUrl=%2f">https://controlpayadvanced.com/welcome.aspx?ReturnUrl=%2f</a> |                 |
| AP-M001-COMMERCE BANK PCARD MANUAL:     | <a href="https://wcdpolicy.net/search.php?search=AP-M001">https://wcdpolicy.net/search.php?search=AP-M001</a>                     |                 |
| AP-M002-CONTROL PAY GUIDE:              | <a href="https://wcdpolicy.net/search.php?search=AP-M002">https://wcdpolicy.net/search.php?search=AP-M002</a>                     |                 |
| AP-F012-MISSING RECEIPT FORM:           | <a href="https://wcdpolicy.net/search.php?search=AP-F013">https://wcdpolicy.net/search.php?search=AP-F013</a>                     |                 |
| AP-F016-PCARD INCREASE FORM:            | <a href="https://wcdpolicy.net/search.php?search=AP-F016">https://wcdpolicy.net/search.php?search=AP-F016</a>                     |                 |
| AP-F001-CHECK REQUEST FORM:             | <a href="https://wcdpolicy.net/search.php?search=AP-F001">https://wcdpolicy.net/search.php?search=AP-F001</a>                     |                 |
| AP-F002-TRAVEL CLAIM FORM:              | <a href="https://wcdpolicy.net/search.php?search=AP-F002">https://wcdpolicy.net/search.php?search=AP-F002</a>                     |                 |
| AP-F003-MILEAGE REIMBURSEMENT FORM:     | <a href="https://wcdpolicy.net/search.php?search=AP-F003">https://wcdpolicy.net/search.php?search=AP-F003</a>                     |                 |
| HR-F530-LEAVE FORM FOR SCHOOL BUSINESS: | <a href="https://wcdpolicy.net/search.php?search=HR-F530">https://wcdpolicy.net/search.php?search=HR-F530</a>                     |                 |
| GSA WEBSITE FOR PER DIEM RATES:         | <a href="https://www.gsa.gov/travel/plan-book/per-diem-rates">https://www.gsa.gov/travel/plan-book/per-diem-rates</a>             |                 |
| B+/BUSINESS PROCESS WEB PAGE:           | <a href="https://www.washoeschools.net/domain/1823">https://www.washoeschools.net/domain/1823</a>                                 |                 |
| B+/ BUSINESS PROCESSES AND FORMS:       | <a href="https://www.washoeschools.net/Page/19636">https://www.washoeschools.net/Page/19636</a>                                   |                 |