



# FRONTLINE PROCEDURES

Pasadena ISD

ENTRY POINT:  
My Credit Card  
Transactions

REVISED DATE: 07/20/2022

**SUBJECT: Reviewing Credit Card Transactions**

## Entry Point: My Credit Card Transactions

### Transaction Approval Status: Select...

- Entered/Returned
- Approval in Progress

My Credit Card Transactions

Search Criteria

Transaction Approval Status: ☒ Entered/Returned ☐ Approval in Progress ☐ Approved

Fraudulent: ☐ Yes ☒ No

Credit Card: ALL

Filter

Transactions will not be submitted for approval unless at least one account number has been selected, and a receipt has been uploaded as an attachment.

Transaction ID	Status	Next in Workflow	Posting Date	Transaction Date	Amount	Account Number	Description	Merchant Name	City	State / Province	Attach
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0 Records

Mark as Fraudulent Un-Mark as Fraudulent Find Fraudulent Charge Attachment Submit for Approval

- Approved
  - Transaction Date On/After: Enter date range
  - Transaction Date On/ Before: Enter date range

My Credit Card Transactions

Search Criteria

Transaction Approval Status: ☐ Entered/Returned ☐ Approval in Progress ☒ Approved

Transaction Date On/After: 02-01-2022 Transaction Date On/Before: 08-31-2022

Fraudulent: ☐ Yes ☒ No

Credit Card: MARITZA DAVIS - 0567

Filter

Transactions will not be submitted for approval unless at least one account number has been selected, and a receipt has been uploaded as an attachment.

Transaction ID	Status	Next in Workflow	Posting Date	Transaction Date	Amount	Account Number	Description	Merchant Name	City	State / Province	Attach
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0 Records

Mark as Fraudulent Un-Mark as Fraudulent Find Fraudulent Charge Attachment Submit for Approval

### Fraudulent:

- Yes
- No

### Credit Card:

- Use drop down to select card

Click Filter



# FRONTLINE PROCEDURES

Pasadena ISD

ENTRY POINT:  
My Credit Card  
Transactions

REVISED DATE: 07/20/2022

SUBJECT: Reviewing Credit Card Transactions

Approved Transactions – seen below

My Credit Card Transactions

Search Criteria

Transaction Approval Status: ☐ Entered/Returned ☐ Approval in Progress ☒ Approved Transaction Date On/After: 02-01-2022 Transaction Date On/Before: 08-31-2022

Fraudulent: ☐ Yes ☒ No

Credit Card: MARTIZA DAVIS - 0667

Filter

Transactions will not be submitted for approval unless at least one account number has been selected, and a receipt has been uploaded as an attachment.

Transaction ID	Status	Next in Workflow	Posting Date	Transaction Date	Amount	Account Number	Description	Merchant Name	City	State / Province	Attach
1627	Approved		02-04-2022	02-03-2022	1310.00	199-41-6497-000-730-99-000000 - \$1,310.00	SCHOOLS + EDUCATIONAL SVC-NOT ELSEWHERE CLASSIFIED	ASBO	847-686-2250	VA	A
1667	Approved		02-09-2022	02-08-2022	135.00	199-41-6495-000-730-99-000000 - \$135.00	SCHOOLS + EDUCATIONAL SVC-NOT ELSEWHERE CLASSIFIED	TASBO	5124621711	TX	A
1628	Approved		02-04-2022	02-03-2022	450.00	199-41-6495-000-730-99-000000 - \$450.00	SCHOOLS + EDUCATIONAL SVC-NOT ELSEWHERE CLASSIFIED	ASBO	847-686-2250	VA	A
1591	Approved		02-02-2022	02-01-2022	695.00	199-41-6411-000-730-99-000000 - \$695.00	COMPUTER SOFTWARE STORES	FRONTLINE EDUCATION	6107270470	PA	A
2049	Approved		02-28-2022	02-25-2022	1150.00	199-41-6497-000-730-99-000000 - \$1,150.00	ORGANIZATIONS CHARITABLE AND SOCIAL SERVICES	GOVERNMENT FINANCE OFF	3129779700	IL	A
2191	Approved		03-03-2022	02-27-2022	511.46	199-41-6411-000-730-99-000000 - \$511.46	GAYLORD OPRYLAND	GAYLORD TEXAN FRONT DE	866-435-7627	TX	A
2416	Approved		03-07-2022	03-04-2022	149.55	199-41-6411-000-730-99-000000 - \$149.55	AVIS RENT A CAR	AVIS RENT-A-CAR	PASADENA	TX	A
2388	Approved		03-07-2022	03-01-2022	640.46	199-41-6411-000-730-99-000000 - \$640.46	GAYLORD OPRYLAND	GAYLORD TEXAN FRONT DE	866-435-7627	TX	A
2862	Approved		03-23-2022	03-22-2022	135.00	199-41-6495-000-730-99-000000 - \$135.00	SCHOOLS + EDUCATIONAL SVC-NOT ELSEWHERE CLASSIFIED	TASBO	5124621711	TX	A
5335	Approved		05-04-2022	05-03-2022	617.55	199-41-6411-000-730-99-000000 - \$617.55	WESTIN	WESTIN (WESTIN HOTELS)	IRVING	TX	A
5336	Approved		05-04-2022	05-03-2022	617.55	199-41-6411-000-730-99-000000 - \$617.55	WESTIN	WESTIN (WESTIN HOTELS)	IRVING	TX	A
5337	Approved		05-04-2022	05-03-2022	823.40	199-41-6411-000-730-99-000000 - \$823.40	WESTIN	WESTIN (WESTIN HOTELS)	IRVING	TX	A
4570	Approved		04-22-2022	04-21-2022	675.00	199-41-6411-000-730-99-000000 - \$675.00	SCHOOLS + EDUCATIONAL SVC-NOT ELSEWHERE CLASSIFIED	TASBO	5124621711	TX	A
4649	Approved		04-25-2022	04-22-2022	675.00	199-41-6411-000-730-99-000000 - \$675.00	SCHOOLS + EDUCATIONAL SVC-NOT ELSEWHERE CLASSIFIED	TASBO	5124621711	TX	A
4373	Approved		04-18-2022	04-15-2022	370.00	199-41-6411-000-730-99-000000 - \$370.00	SCHOOLS + EDUCATIONAL SVC-NOT ELSEWHERE CLASSIFIED	TASBO	5124621711	TX	A

Mark as Fraudulent Un-Mark as Fraudulent Find Fraudulent Charge Attachment Submit for Approval

Viewing attachments:

- Highlight Transaction
- Click Attachment

Pop Up: Click on the Eye Icon

File comes up to download or print for reviewing

My Credit Card Transactions

Search Criteria

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Fraudulent: ☐ Yes ☒ No

Credit Card: MARTIZA DAVIS - 0667

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Attachment

Upload

File Name: ASBO Certificate of Excellence Award 02-03-22.pdf

Save Cancel