

# **FRONTLINE PROCEDURES**

Pasadena ISD

ENTRY POINT: My Credit Card Transactions

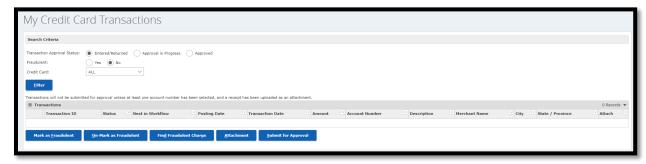
REVISED DATE: 07/20/2022

**SUBJECT: Reviewing Credit Card Transactions** 

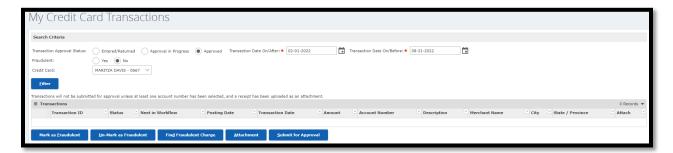
**Entry Point:** My Credit Card Transactions

#### Transaction Approval Status: Select...

- Entered/Returned
- Approval in Progress



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



#### Fraudulent:

- Yes
- No

#### **Credit Card:**

• Use drop down to select card

Click Filter



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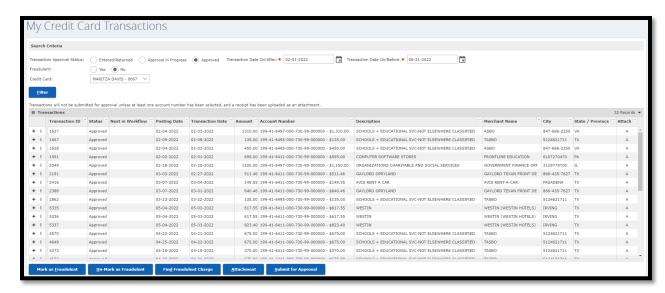
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## Approved Transactions - seen below



## Viewing attachments:

- Highlight Transaction
- Click Attachment

Pop Up: Click on the Eye Icon

File comes up to download or print for reviewing

