Purchasing Card Credits

How do I manage a Pcard credit/refund?

If the Credit(s) will be issued less than 90 days after the original charge

If you know the credit/refund will apply to your account in less than 90 days, enter the charge/debit and credit/refund on the same Expense Report as the original transaction.

For the credit/refund transactions:

- Enter relevant details of the credit/refund in the Additional Information box regarding the credit/refund

- It is recommended allocating to the same accounting string as the corresponding debit/charge was allocated

If the Credit(s) will take longer than 90 days after the original expense

If for some reason a credit/refund is received 90 days after the original expense, it should be posted on a separate expense report. The Expense Report Key of the original transaction should be referenced in the “additional information” field of the expense in Concur to link the two reports.

- Enter relevant details in the Additional Information box about the credit/refund

- Reference the Report Key of the original charge/debit in the additional information field of the transaction

- It is recommended allocating to the same accounting string as the corresponding debit/charge was allocated