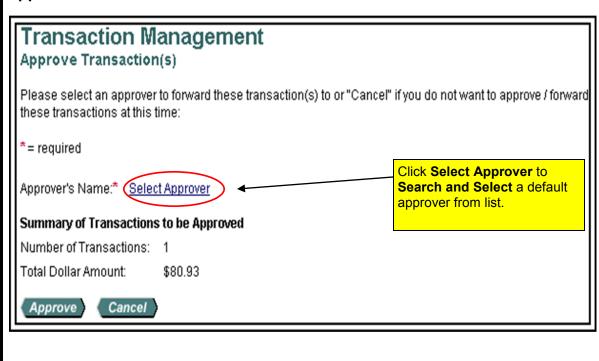
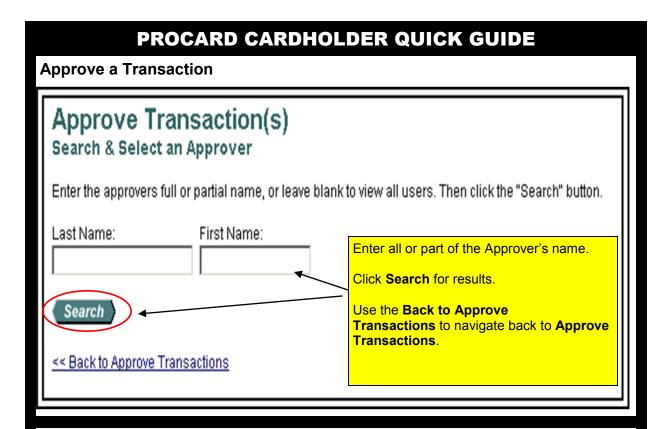
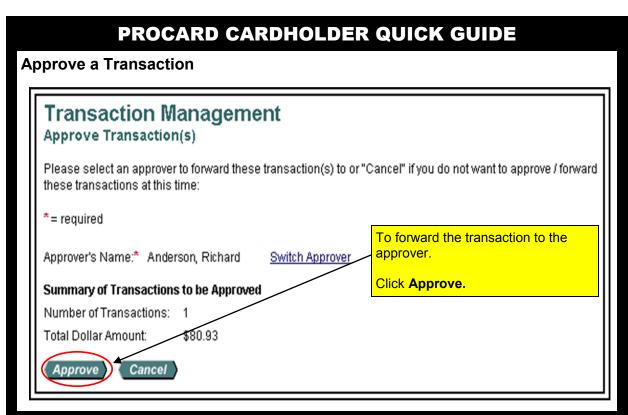


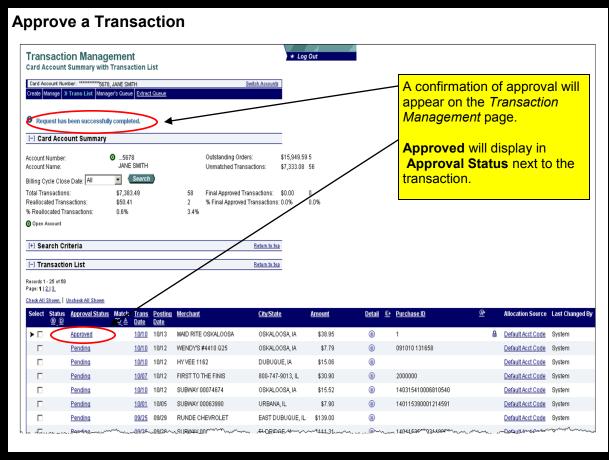
Approve a Transaction

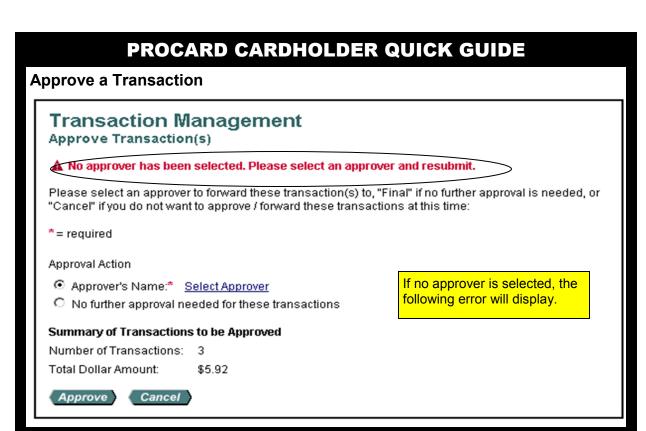


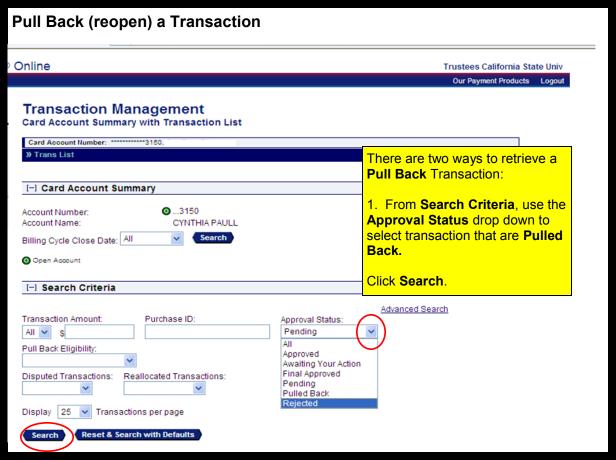


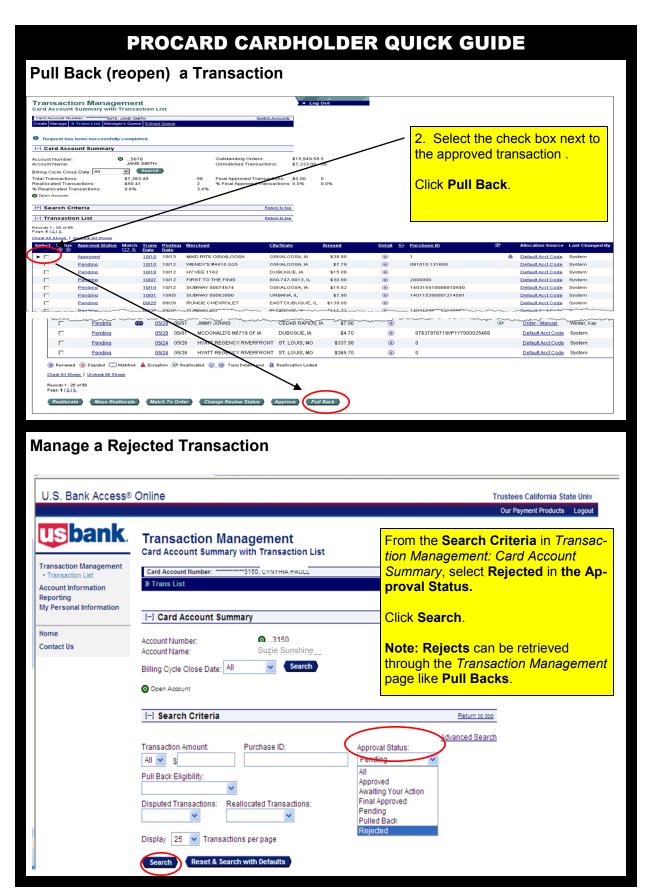
Approve a Transaction Approve Transaction(s) Search & Select an Approver Enter the approvers full or partial name, or leave blank to view all users. Then click the "Search" button. Last Name: Search Select an **Approver** by clicking on the Please select an approver from the results list below. radio button. Records 1 - 7 of 7 Select Approver Name Email Address Click Select Approver. Jones, Kate Anderson, Richard Lopez, Mark Johnson, Donald O'Malley, Erin Schmidt, Henry James, Anne Records 1 - 7 of 7 🔲 🗷 et selection as your default approver Note: Select Set selection as your default approver or the system will automatically generate a default approver after approver is used 4 times consecutively. << Back to Approve Transactions

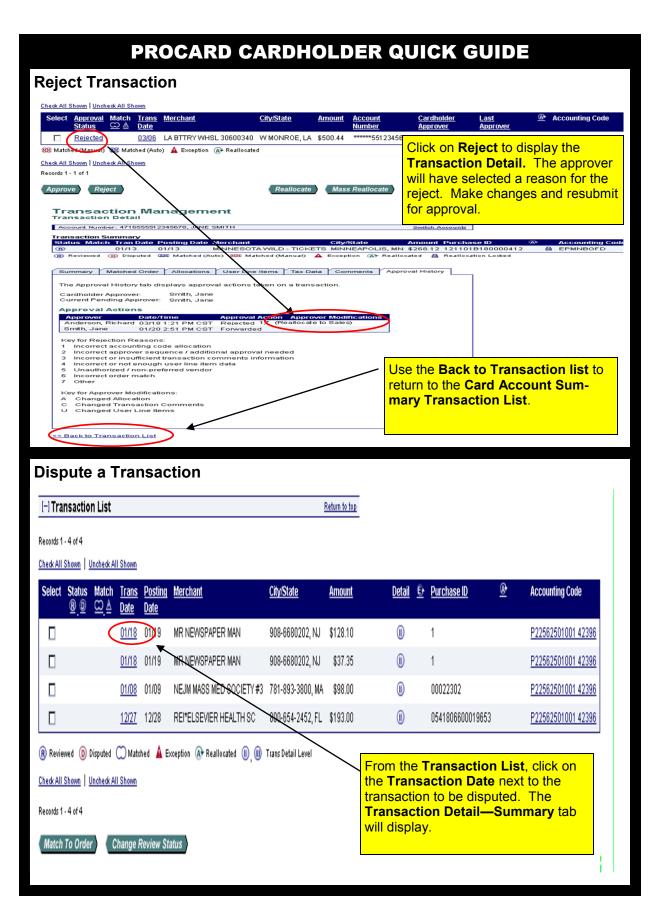


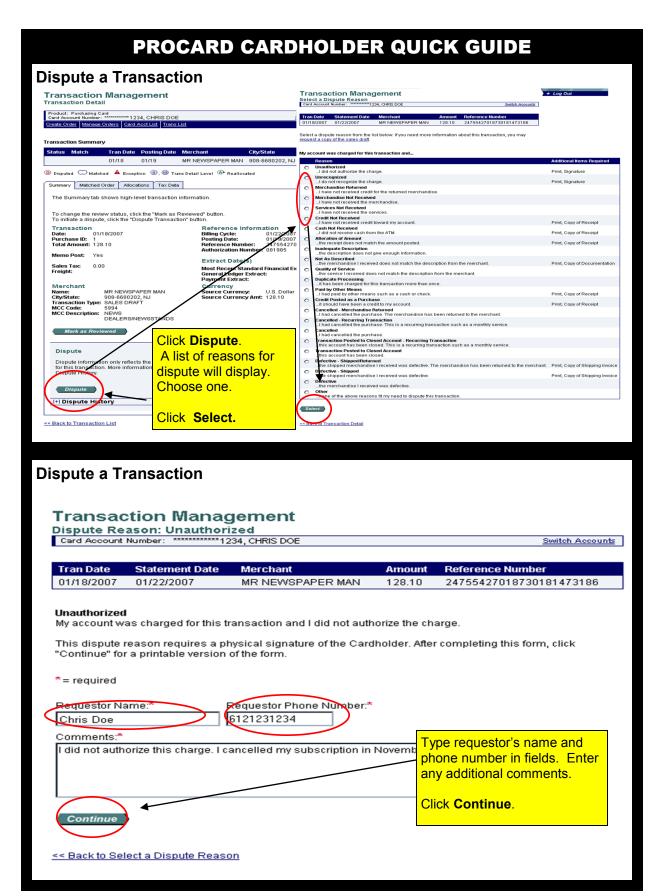












PROCARD CARDHOLDER QUICK GUIDE

Dispute a Transaction

Transaction Management

Dispute Reason: Unauthorized

1 Request has been successfully completed.

Print, sign and fax or mail this form to the following address. This dispute will not be processed if this form is not received within 21 days of the dispute date.

Fax Number: 701-461-3463

Mailing Address: U.S. Bank National Association, ND C/O U.S. Bancorp Service Center, Inc. P.O. Box 6344

Fargo, ND 58125-6344

When finished printing, you can go to the transaction detail.

Print, Sign and Fax or mail to US Bank.

Send a copy of the dispute to Accounts Payable with monthly statement.

Account Number: 4246040011253475

Dispute Date Tran Date		Statement Date	Merchant	Amount	Reference Number	
03/02/2007	01/18/2007	01/22/2007	MR NEWSPAPER MAN	128.10	24755427018730181473186	

Unauthorized

My account was charged for this transaction and I did not authorize the charge.

Requestor Name: Requestor Phone Number:

Chris Doe

I did not authorize this charge. I cancelled my subscription in November 2006.

Cardholder Signature (required to process this dispute)

Cancel a Dispute

[-] Transaction List Return to top

Records 1 - 4 of 4

Check All Shown Uncheck All Shown

Select		~ ^	i <u>rans</u> Date	<u>Posting</u> <u>Date</u>	<u>Merchant</u>	<u>City/State</u>	<u>Amount</u>	<u>Detail</u>	<u>£</u>	<u>Purchase ID</u>	<u>@</u>	Accounting Cod	е
	0	(1)1/18	1/19	MR NEWSPAPER MAN	908-6680202, NJ	\$128.10	(1)		1		P22562501001	<u>42396</u>
		9	01/18	01/19	MR NEWSPAPER MAN	908-6680202, NJ	\$37.35	(1)		1		P22562501001	<u>42396</u>
		<u>0</u>	01/08	01/09	NEJM MASS MED SOCIETY #3	781-893-3800, MA	\$98.00	(1)		00022302		P22562501001	42396
		1	2/27	12/28	REI*ELSEVIER HEALTH SC	800-654-2452, FL	\$193.00	From the	Т	ransaction Lis	st.	click on	42396

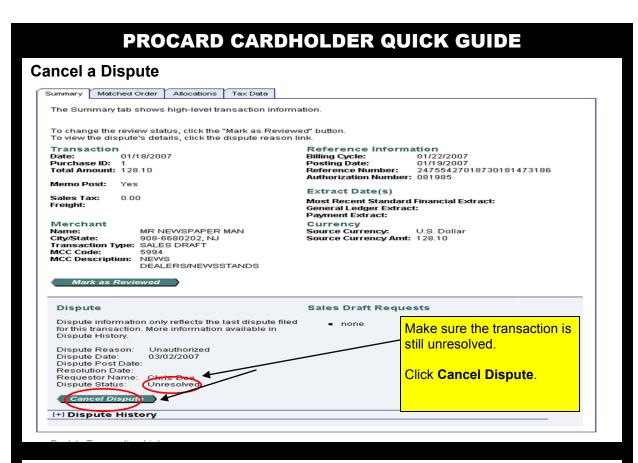
R Reviewed (D) Disputed (C) Matched (A) Exception (A) Reallocated (II) (III) Trans Detail Level

Check All Shown Uncheck All Shown

Records 1 - 4 of 4

Match To Order Change Review Status the Transaction Date link, the Transaction Detail—Summary will display.

Note: the D in status field indicates disputed.

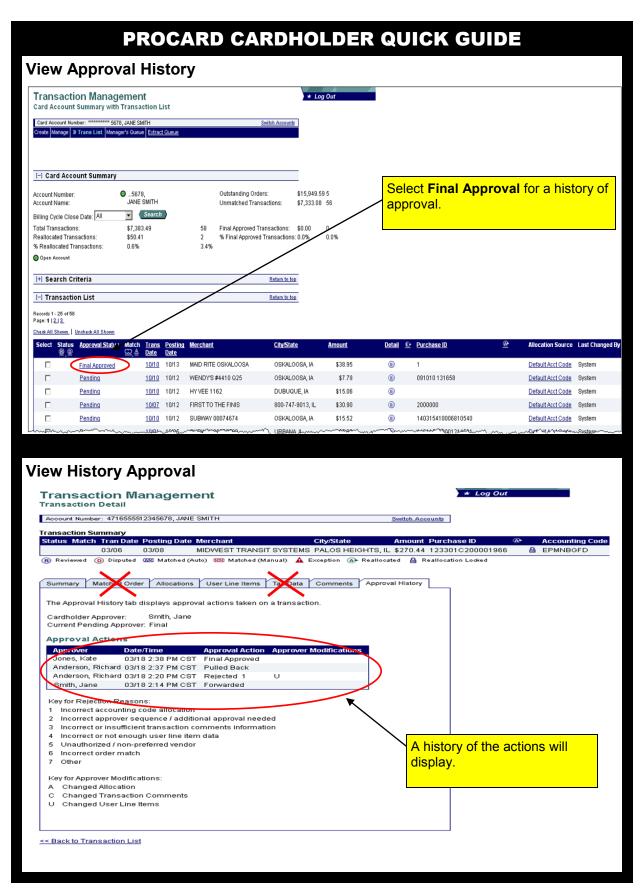


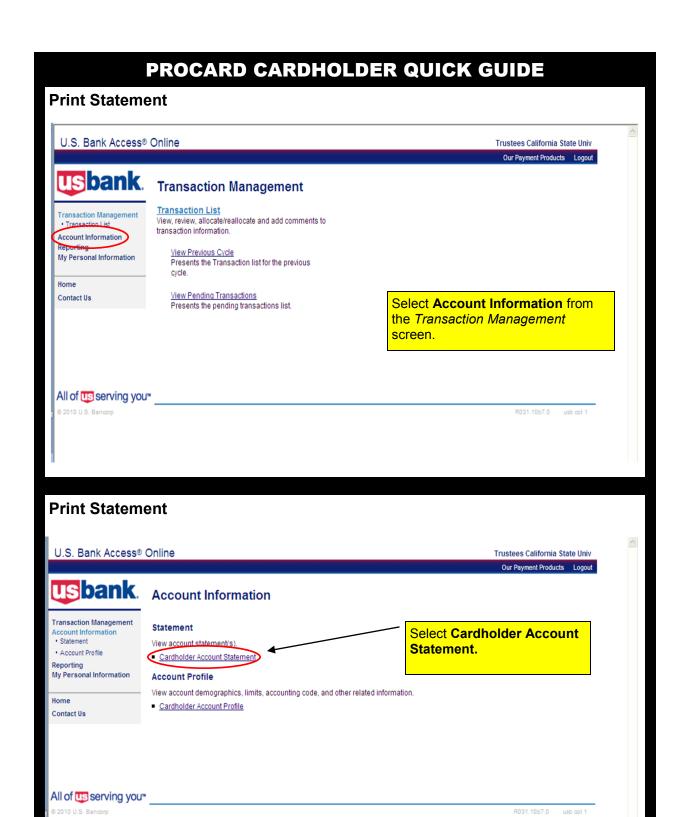
Cancel a Dispute

Are You Sure?

You have chosen to cancel the dispute filed for the following transaction:

Dispute Date	Tran Date	Posting Date	Merchant	Amount	Reference Number
03/02/2007	01/18/2007	01/19/2007	MR NEWSPAPER MAN	128.10	2475542701873018147318
Inauthorized	thic charge	. I cancelled my	y subscription in Novemb	or 2006	
313 1101 43111011	zo ano onargo	r cancenca m	, odboonpaon in 14010inib	ci 2000.	
ancellation Co	omments:		, odsoonplien in toronia	Jn (Cancellation Comments e in an explanationl.
ancellation Co	omments:		, odsoonplien in rooms.	Jn (





PROCARD CARDHOLDER QUICK GUIDE

Print Statement

Cardholder Statement

Select Cycle

Account Number: 4716123412341234, SANDRA M WEIR

Switch Accounts

Please select a cycle to view for the account selected. Please note: The statement display cannot be used for remittance of payment; it is for display purposes only.



Select a Billing Cycle.

Click View Statement.

Print Statement

USbank.

U.S BANCORP SERVICE CENTER P. O. Box 6343 Fargo, ND 68126-6343

5358X32

ACME CORPORATION MEMO STATEMENT

ACCOUNT NUMBER 4716123412342234 STATEMENT DATE 03-26-07 TOTAL ACTIVITY \$ 144.00 AMOUNT DUE
DO NOT REMIT

SANDRA WEIR 2222 S 7TH ST EP-MN-TT2C MINNEAPOLIS MN 55454-1305

4716123412342234 00000000

		NEW ACCOUNT AC	TIVITY		
POST DATE	TRAN DA TE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	мсс	AMOUNT
03-19 03-19 03-26 03-26	03-17 03-17 03-16 03-19	UAT JOHNSONS PRINTING BOSTON MA UATOFFICE FURNITURE TO GO ST LOUIS MO JOHNSONS PRINTING BOSTON MA OFFICE FURNITURE TO GO ST LOUIS MO	74798267078019111111178 74798267078019111111186 747982670285019111111179 74798267086019111111187	2741 6021 2741 6021	27.00 46.00 27.00 46.00

Default Accounting Code: 55555	102300NUJ2743		_		
	ACCOU	NT NUMBER	ACCOUNT SUMMARY		
CUSTOMER SERVICE CALL	4716-123	4-1234-2234	PREVIOUS BALANCE	\$.00	
1-800-344-5696	STATEMENT DATE	DISPUTED AMOUNT	PURCHASES &		
	03-26-07	\$.00	OTHER CHARGES	\$144.00	
SEND BILLING INQUIRIES TO:	AMOU	NT DUE	CASH ADVANCES	\$.00	
C/O U.S. BANCORP SERVICE CENTER, INC.	\$ (0.00	CASH ADVANCE FEE	\$.00	
U.S. BANK NATIONAL ASSOCIATION ND PO. BOX 8344 FARGO, ND 69125-6344	DO NO	T REMIT	CREDITS	\$.00	
			TOTAL ACTIVITY	\$144.00	

PROCARD CARDHOLDER QUICK GUIDE

Important Information:

Access Online Help Desk (877) 887— 9260
Resetting User Ids
Resetting Passwords

24– Hour Customer Service (800) 344—5696
No personal information code needed 9999
Lost, Stolen, or Fraud

Purchasing Card Program Administrator:

General Website Navigation

Balance Inquiry

Disputed Items

Declined Purchases

Credit Limit increase email:

tloren@csun.edu (approvers need to ask for increase)