

## P-Card Prior Approvals – Approving/Denying a Request

1. When an email notification is received of action pending, click the provided link and log in to KSU Connect with your credentials
2. Select the 'General' tab
3. Click the 'P-Card Prior Approval Program' link
4. Select the 'Approvers' tab
5. Click the 'Approve P-Card Prior Approval Requests' link
6. Click on the pending Submission ID link (*example is Submission ID 8 below*)

Submission ID	Requester Date	Requester Name	Request Status
<a href="#">8</a>	15-JUN-18	[REDACTED]	Pending

7. Review all associated information and attached documentation supporting the request.

<p><b>Requestor Information:</b></p> <p>Name: [REDACTED]</p> <p>Dept.: [REDACTED]</p> <p>Email: [REDACTED]@kennesaw.edu</p> <p>Phone: [REDACTED]</p>	<p><b>Attachments:</b></p> <p><a href="#">Stationary order.pdf</a></p>
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8. Once reviewed, use the drop-down field beside **\*Status** at your approval level and select **"Approved"** or **"Denied"**.

Name:	Bohannon, Carolyn W	Activity Date:	10/15/2019 03:24:56 pm	*Status:	-- Select One --
Comments:					

9. IF denying a request, the system will require that comments are entered for the Cardholder's review.
10. Once the request routes through all required approvals, the cardholder will receive an email noting the request was approved and the transaction can be processed.
11. After the purchase has been made, the Prior Approval Request number will need to be entered into the comments in Works (along with normal transaction details) by the Cardholder.
12. This request number will then be reviewed by P-Card Administration to confirm all approvals were secured prior to the transaction processing.

**NOTES:**

- \*If a request is denied by any Approving Official (Department, Fiscal, or University), the request becomes 'void' and will need to be resubmitted by the Cardholder if the transaction is still deemed a necessary purchase.
- \*The ability to Ad-Hoc is not available at this time. Functionality is set for a later release.