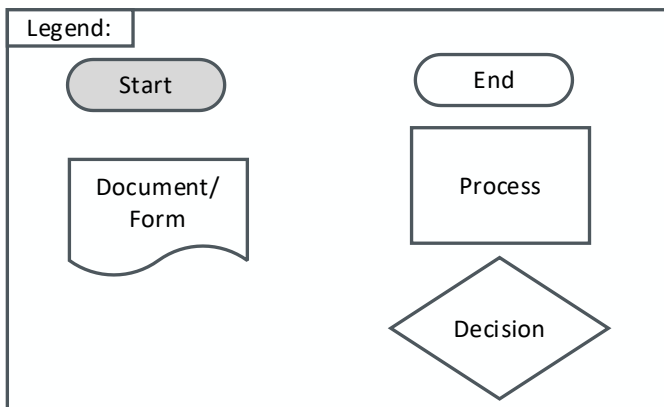
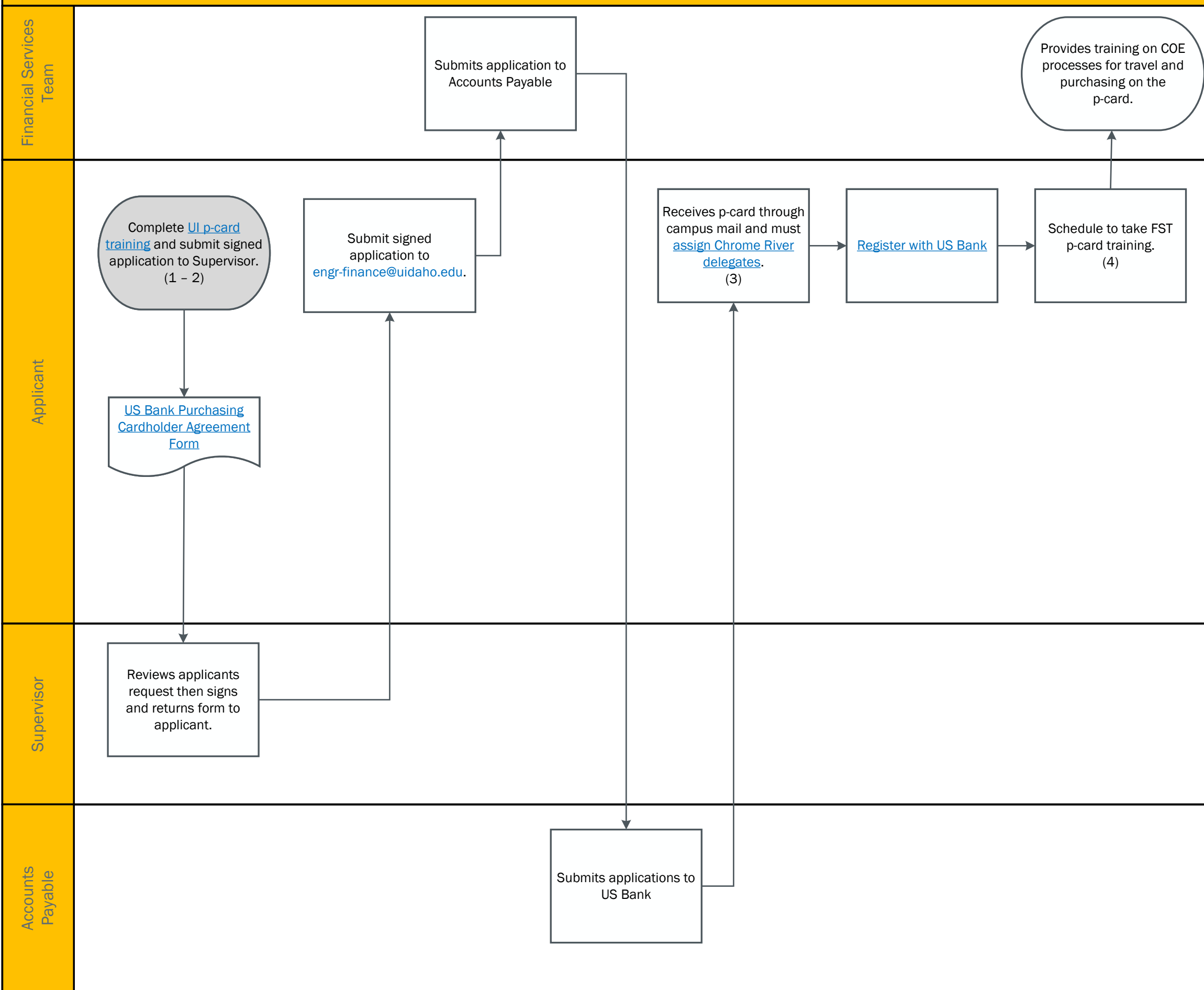


Applying for a UI Purchasing Card (p-card)



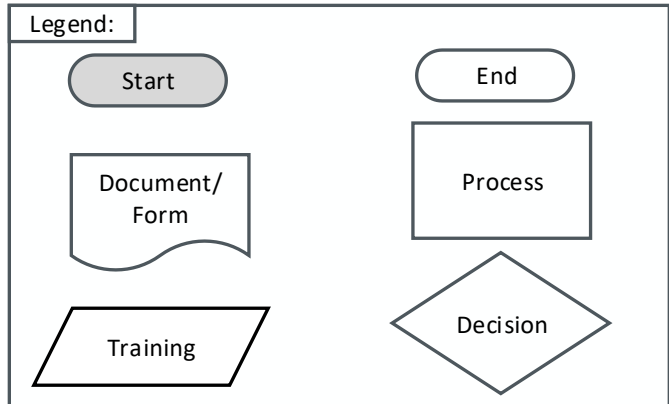
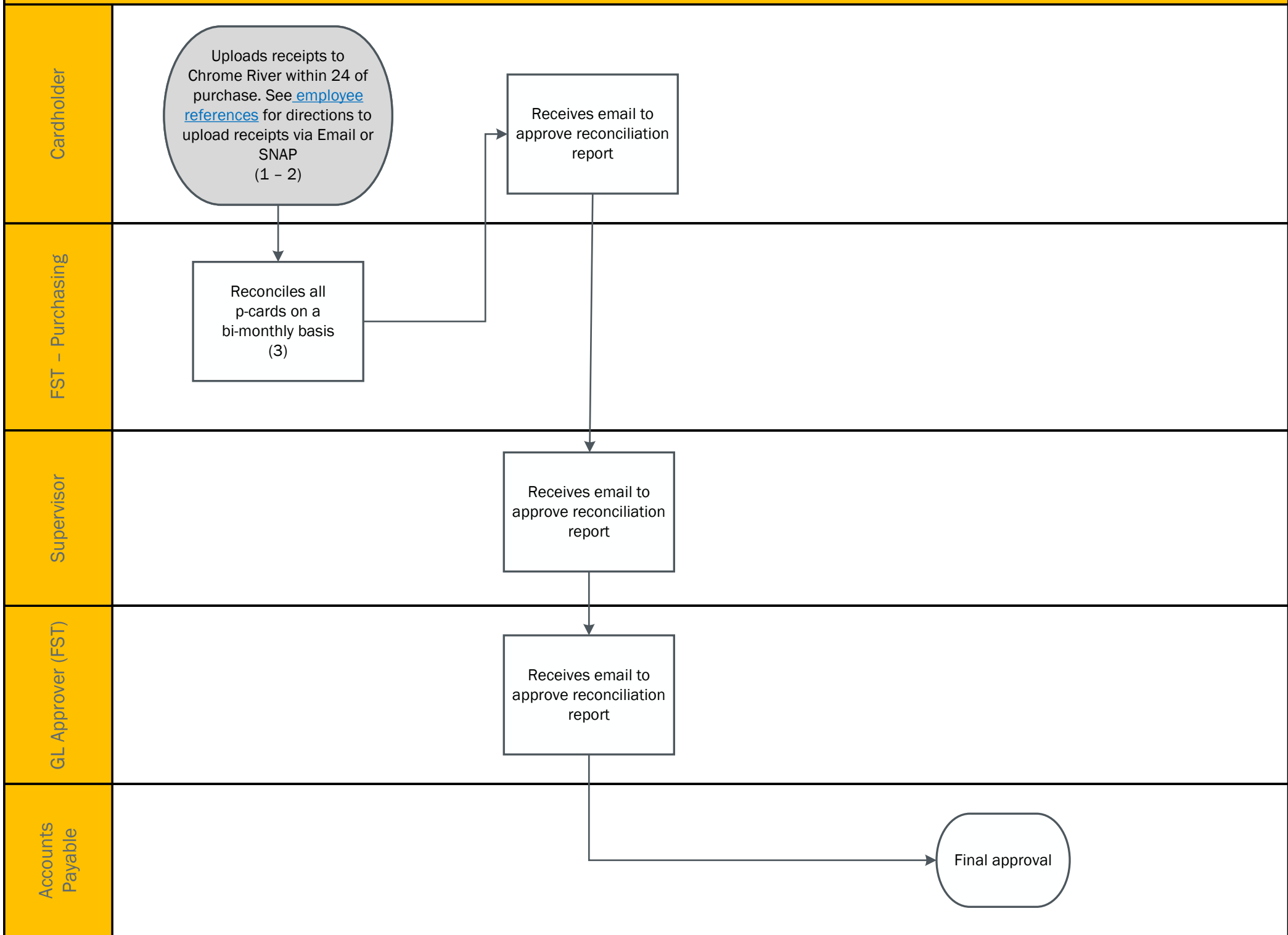
Notes:

- The UI training will ask for the record keepers name and V# = Susan Branting V00760717
- Complete US Bank Purchasing Cardholder Agreement form
- Make Susan Branting, Becky Baumgartner, and Michele Crout delegates in Chrome River.
- Financial Services Team will provide training “do’s and don’t’s” and provide cardholder with tips for successful p-card use.

FILENAME	
P-Card/Chrome River BP	
DRAWN BY	REVISED
Sue Branting	2/14/2023

Purchasing Card (P-card) Chrome River

Reconciling P-cards (bi-monthly)



Notes:

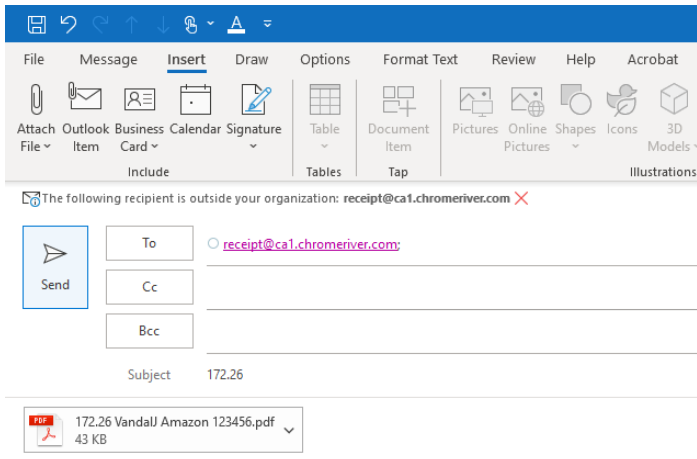
- See employee resources for Chrome River Receipt options
 - Chrome River SNAP Directions
 - Emailing Receipts Directions
- During the p-card reconciliation process if the FST finds missing receipts an email will be sent to cardholder requesting them.
 - If a receipt is **not received within 30 days**, FST will notify cardholder and their supervisor.
 - If a receipts is **not received within 60 days** an email will be sent to Hanna Long, Fiscal and Administrative Services Director.
 - If a receipt is **not received within 90 days** the expense will be moved to the cardholders personal A/R account.
- Dean and Development Office have admin staff that process their p-cards and travel

Emailing

Chrome River Receipt Gallery

Emailing receipts to *YOUR* Chrome River Pcard account:

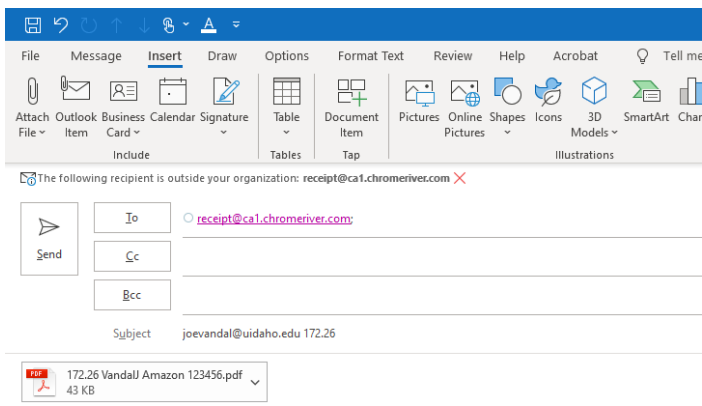
1. To: Send the email to receipt@ca1.chromeriver.com
2. Subject Line: Enter the amount of the purchase without the \$ symbol. (e.g. \$172.26 would be 172.26)
3. Body: Add a very brief description and the index to charge. This needs to be short and only on the first line of the email. (e.g. Robotic arm for research. Index 123456)
4. Attachment: .pdf file



Robotic arm for research. Index 123456

If you are forwarding a receipt to *SOMEONE ELSE'S* Chrome River Pcard account do the following:

1. To: Send the email to receipt@ca1.chromeriver.com and the receipt will be posted into Joe Vandal's account
2. Subject Line: Add the UI email address of the person you are sending a receipt to in CR followed by the amount without the \$ symbol (e.g. joevandal@uidaho.edu 172.26)
3. Body: Add a very brief description and the index to charge. This needs to be short and located only on the first line of the email. (e.g. Robotic arm for research. Index 123456)
4. Attachment: .pdf file



Robotic arm for research. Index 123456

|

Mobile App

Chrome River Receipt Gallery

***When using the SNAP App for sending receipts to Chrome River, it's critical that you hand write on the receipt:

1. a brief description of the purchase
2. the index number

Chrome River SNAP App for Android

<https://www.uidaho.edu/-/media/Utah-Responsive/Files/finance/Controller/travel-services/chrome-river/chrome-river-snap-for-android.pdf>

Chrome River SNAP for iPhone

<https://www.uidaho.edu/-/media/Utah-Responsive/Files/finance/Controller/travel-services/chrome-river/chrome-river-snap-for-ios.pdf>

Chrome River's free SNAP app enables EXPENSE users to quickly and easily capture and upload receipt images right when the expense occurs. Users simply snap a photo of the receipt using the app and it will be uploaded directly to their Receipt Gallery and the Offline tab of the eWallet for use the next time they access Chrome River. SNAP may also be used to upload images taken with another app on the device.

- Photos taken with Chrome River SNAP are not stored in the device's default photo gallery, so they do not mix with personal photos.
- Once photos are uploaded to the Receipt Gallery, they are automatically deleted from the device, freeing up storage space.
- If there are multiple receipts in one photo, the system will split them into separate transactions.
- Only JPG, PNG and HEIC/HEIF formats are supported.
- Although there is no file size limit, we recommend that files be less than 10 MB because the system will cancel any uploads that take more than 60 seconds. If this occurs, you will need to retry the upload when you are on a Wi-Fi or high-speed connection.

System Requirements

Chrome River SNAP is available for Android versions Marshmallow, Nougat and Oreo. The app is designed for narrow-screen mobile devices like smartphones; there is no tablet version of Chrome River SNAP.

