


ITEMIZING A PAYMENT CARD EXPENSE

1. Itemizing an expense is necessary when multiple expense types occur on one charge. Examples: Wal-Mart, Home Depot, or any other store where multiple type items can be purchased. To itemize click on the expense to be itemized.

Month, year, last four digits of card \$1,231.39 

Not Submitted

Report Details Print/Share Manage Receipts Travel Allowance

<input type="checkbox"/>	Alerts <input type="checkbox"/>	Receipt <input type="checkbox"/>	Payment Type <input type="checkbox"/>	Expense Type <input type="checkbox"/>	Vendor Details <input type="checkbox"/>	Date <input type="checkbox"/>	Requested <input type="checkbox"/>
<input type="checkbox"/>			Payment Card	Undefined	COMMUNITY COFFEE-RECUR	06/23/2022	\$245.65
<input checked="" type="checkbox"/>			Payment Card	Undefined	OFFICE DEPOT #1127	06/16/2022	\$409.95
<input type="checkbox"/>			Payment Card	Undefined	ROSAS CAFE & TORTILLA College Stati, Texas	06/15/2022	\$408.88
<input type="checkbox"/>			Payment Card	Undefined	CHEDDAR'S 0202098 College Stati, Texas	06/08/2022	\$81.91
<input type="checkbox"/>			Payment Card	Undefined	THE FARM PATCH Bryan, Texas	06/07/2022	\$85.00
							\$1,231.39

06/16/2022 | OFFICE DEPOT #1127 | Corporate Card

Allocate * Required field

Expense Type *

Unallowable Charge

Transaction Date

Business Purpose

Vendor Name

FAMIS REF-A

FAMIS REF-B


Invoice Number

Goods Received Date

Payment Type

Amount

Currency



OFFICE DEPOT #1127
800-463-2738, TX 77049
Tax # 50260364


MasterCard
TRANSACTION DATE: Thursday, June 16, 2022
POSTED DATE: Friday, June 17, 2022
BILLING DATE: Sunday, July 03, 2022
CREDIT CARD#: xxx682

Transaction Amount: USD 409.95
Ref #: 000000982100020843

Purchase #: 06162022 Product Code: 186011

Description	Quantity	Amount	Unit	Amount	Extended Amount
PAPER 9-9.8.87X11-20L8	5.0000	USD	USD 0.00		USD 409.95
10CA					

2. You will then select Create Itemization.

← → Undefined \$409.95  Cancel Save Expense

06/16/2022 | OFFICE DEPOT #1127 | Corporate Card


Details | **Itemizations** Hide Receipt

Amount \$409.95	Itemized \$0.00	Remaining \$409.95
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Create Itemization More Actions

No Itemizations.
Create Itemizations for the items on your receipt


Receipt | **Card Receipt**



OFFICE DEPOT #1127
800-463-5766, TX 77560
Tax # 592603654

MasterCard
TRANSACTION DATE: Thursday, June 16, 2022
POSTED DATE: Friday, June 17, 2022
BILLING DATE: Sunday, June 19, 2022

3. Before it can be itemized a parent expense type must be selected.

← → Undefined \$409.95  Cancel Save Itemization

06/16/2022 | OFFICE DEPOT #1127 | Corporate Card

Details | **Itemizations** Hide Receipt

Amount \$409.95	Itemized \$0.00	Remaining \$409.95
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New Itemization

Allocate * Required field

Expense Type *
4010 Supplies - Office General

Unallowable Charge

Transaction Date *
06/16/2022

Business Purpose

Vendor Name
OFFICE DEPOT #1127

FAMIS REF-A

FAMIS REF-B


Invoice Number

Goods Received Date
MM/DD/YYYY

Amount *

Currency
US, Dollar

Receipt | **Card Receipt**



OFFICE DEPOT #1127
800-463-5766, TX 77560
Tax # 592603654

MasterCard
TRANSACTION DATE: Thursday, June 16, 2022
POSTED DATE: Friday, June 17, 2022
BILLING DATE: Sunday, July 03, 2022
CREDIT CARD# xxxxxxxx

Transaction Amount USD 409.95
Ref #: 000007682700325843

Purchased: 06/16/2022 Product Code: 190517

Description	Quantity	Amount	Unit Amount	Extended Amount
PAPER X-8.5"X11" 20LB	5.0000	USD 0.00		USD 409.95
10CA		USD 0.00		

4. The expense entry form will update. Enter the amount that needs to be updated to the new expense type.

Details | Itemizations | Hide Receipt

Amount	Itemized	Remaining
\$409.95	\$0.00	\$409.95

New Itemization
[Allocate](#)

Expense Type * * Required field
4010 Supplies - Office General

Unallowable Charge

Transaction Date *
06/16/2022

Business Purpose
Vendor Name
OFFICE DEPOT #1127

FAMIS REF-A
FAMIS REF-B

Invoice Number
Goods Received Date
MM/DD/YYYY

Amount * ↗
45.00

Currency
US, Dollar

Comment

↗ **Save Itemization** Cancel

Receipt | **Card Receipt**

OFFICE DEPOT #1127
100-401.3216, TX 77069
Tax # 592003904

MasterCard
TRANSACTION DATE: Thursday, June 16, 2022
POSTED DATE: Friday, June 17, 2022
BILLING DATE: Sunday, July 03, 2022
CREDIT CARD#: xxxxxxxx

Transaction Amount: USD 459.95
Ref #: 00000WBSZT00022843

Purchase: 06/16/2022
Product Code: 1963 T

Additional Details

Description	Quantity	Amount	Unit	Extended Amount
PAPER X-9 8.5"X11" 20LB	5.0000	USD 405.95	USD 8.00	USD 409.95
10CA				

5. To itemize the remaining part of the transaction click Create Itemization. Select the expense type, the amount and Save Itimization.

Details **Itemizations** Hide Receipt

Amount \$409.95	Itemized \$45.00	Remaining \$364.95
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New Itemization
 Allocate

Expense Type * * Required field
4012 Supplies - Education

Unallowable Charge Transaction Date *
06/16/2022

Business Purpose Vendor Name
OFFICE DEPOT #1127

FAMIS REF-A FAMIS REF-B

Invoice Number Goods Received Date
MM/DD/YYYY

Amount * Currency
364.95 US, Dollar

Comment

Save Itemization Cancel

Receipt **Card Receipt**

OFFICE DEPOT #1127
800-463-3786, TX 27349
Tax # 550263954

TRANSACTION DATE: Thursday, June 16, 2022
POSTED DATE: Friday, June 17, 2022
BILLING DATE: Sunday, July 20, 2022
CREDIT CARD: xxxxxxxx

Transaction Amount USD 409.95
Ref #: 000000W6SZT0032943

Purchase# Product Code:
06/16/2022 190317

Description	Quantity	Amount	Unit Amount	Extended Amount
SWEBR X-9.8.5"X11" 28.B	5.0000	USD 409.95	USD 0.00	USD 409.95
10CA				