

Loyola University Chicago ProCard

Proper 'Notes' in PNC Active Pay

<u>Incomplete ProCard Transaction Justification</u>	<u>Valid ProCard Transaction Justification</u>
Vendor: Amazon Note: "purchase of guide"	"Purchase of <i>2014 Orchid Flower Guide</i> for research in Hawaii "
Vendor: American Airlines Note: "flight to conference"	"Flight to attend 2015 NAFSA Conference in Los Angeles (April 23-26, 2015)"
Vendor: Gibson's Restaurant Note: "lunch interview with job candidate"	"Lunch interview with Dr. Henry and myself to interview Mary Doe, candidate for Asst. VP of Finance".
Vendor: Wall Street Journal Note: "subscription"	"Yearly subscription for Dr. Brown, faculty member of LUC School of Business".
Vendor : Mid-American Printing Services Note: "booklet printing"	"Printing of 2014 <i>Back to School</i> pamphlets for Lakeshore Campus"
Vendor: Chi Taxi Note: "taxi to Loop"	"Taxi from WTC to McCormick Place for 2013 Finance Leadership Conference"