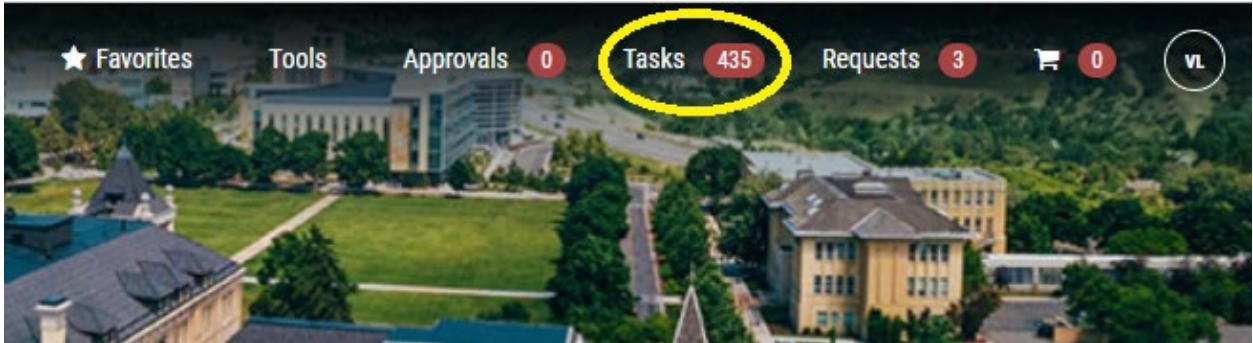


HOW TO APPROVE TRANSACTIONS AT THE 100 LEVEL

1. Log into Service Now: Go to <https://usu.service-now.com/aggies> and select Login in the upper right corner, and log in with you A# and strong password.

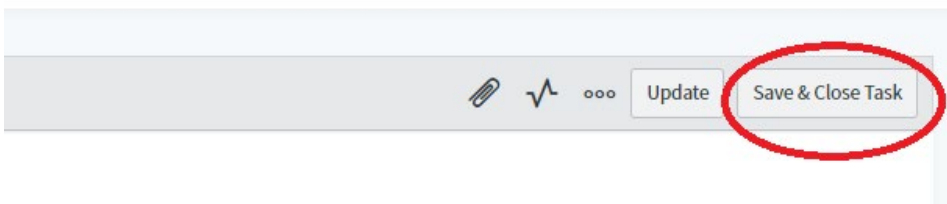


3. Click on the quick option “TASKS” (this should have a number next to it in a red bubble indicating the task is in your queue to complete).

Tasks

P-Card Transaction										
PCARD000443935	Cardholder (100)	Card Type	Card Number	Invoice Date	Supplier	Index	Amount	Assigned To	Updated	Created
XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXX	PCARD	XXXXXXXXXXXXXXXXXXXX	2021-08-26	XXXXXXXXXXXXXXXXXXXX	XXXXXX	XXXXXX	XXXXXXXXXX	2021-08-27	2021-08-27

5. Once the record has opened, scroll through and verify all information is correct. Including the right receipt has been attached and correct indexes are charged. If the information is correct, select the “Save&Close Task” option in the upper right of the record.



6. If you have more than one transaction to approve, you should be automatically redirected in Service Now to the Tasks list after closing the transaction, or you can again select “Tasks” in the upper right-hand corner.