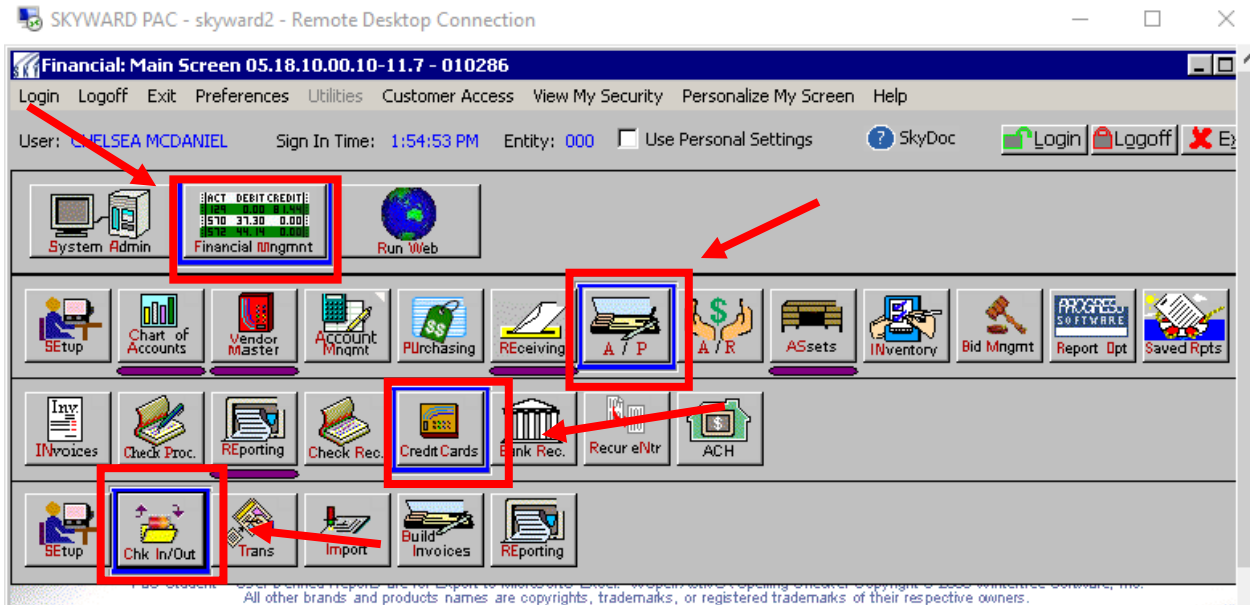
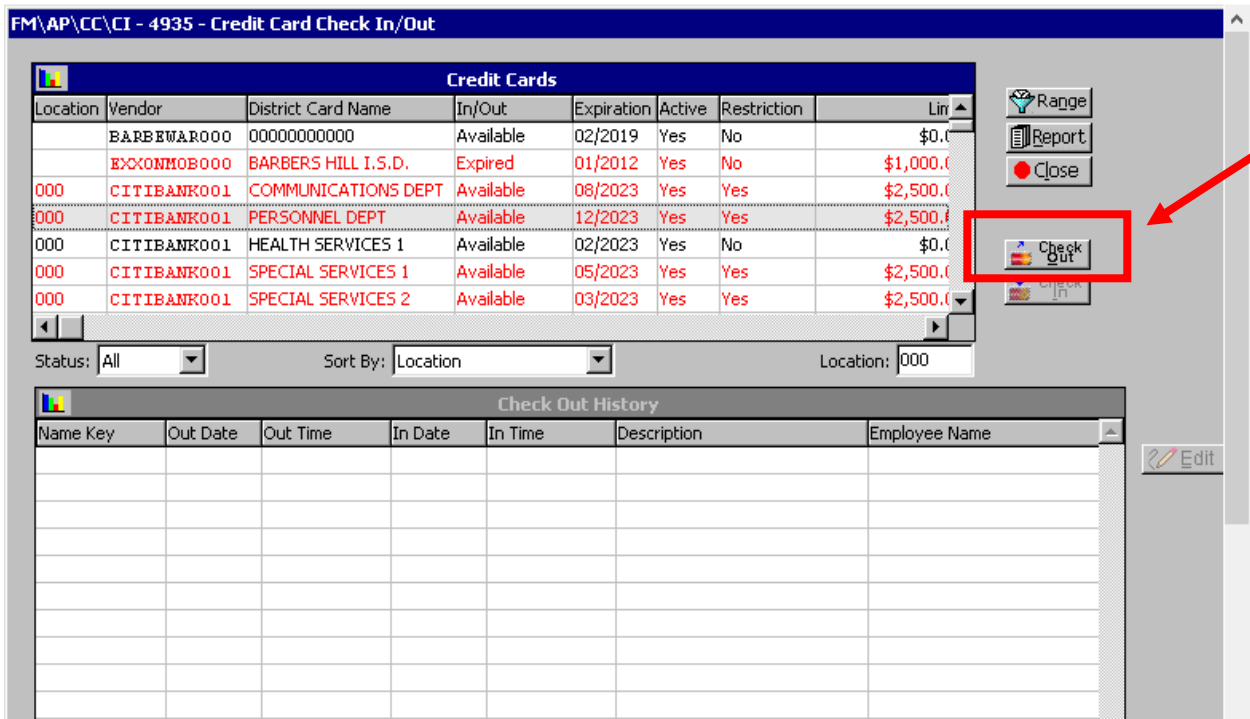


Travel Card Check In/Out Instructions

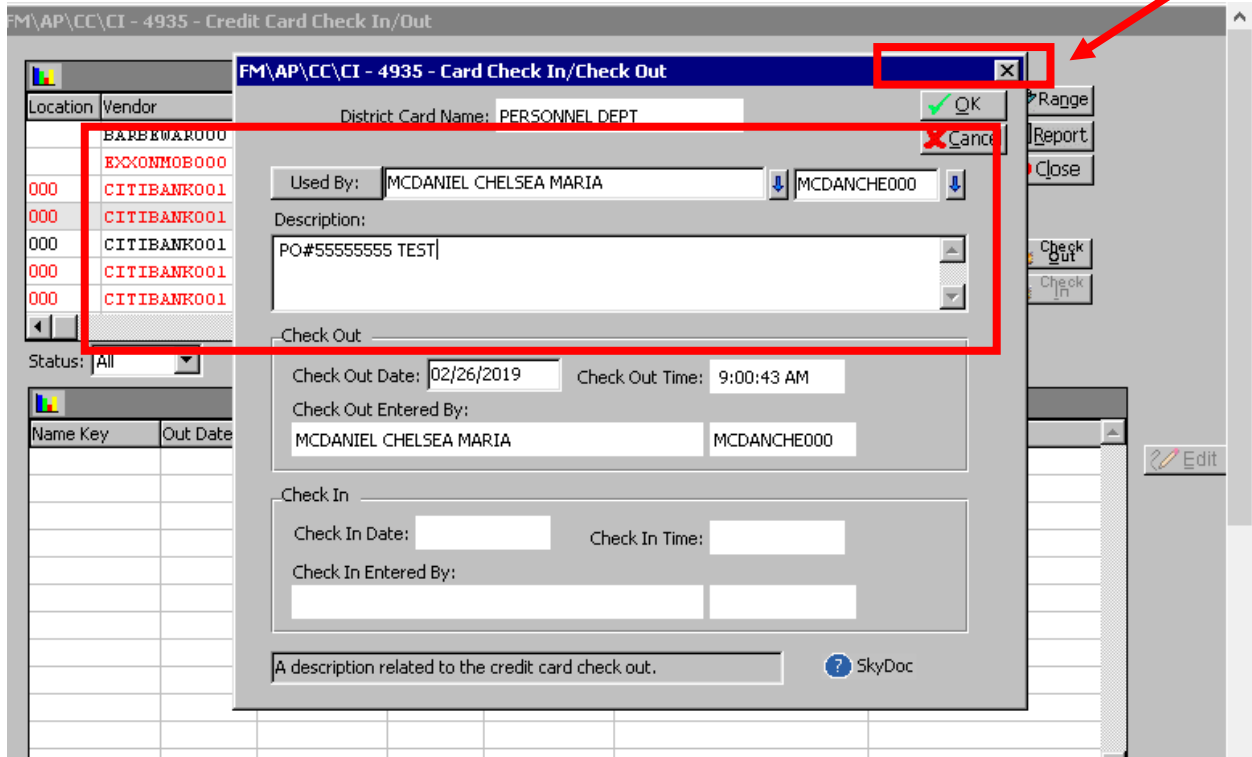
1. Log into Skyward PAC and select the Financial Management icon.
2. Then Select A/P>Credit Cards>Check In/Out



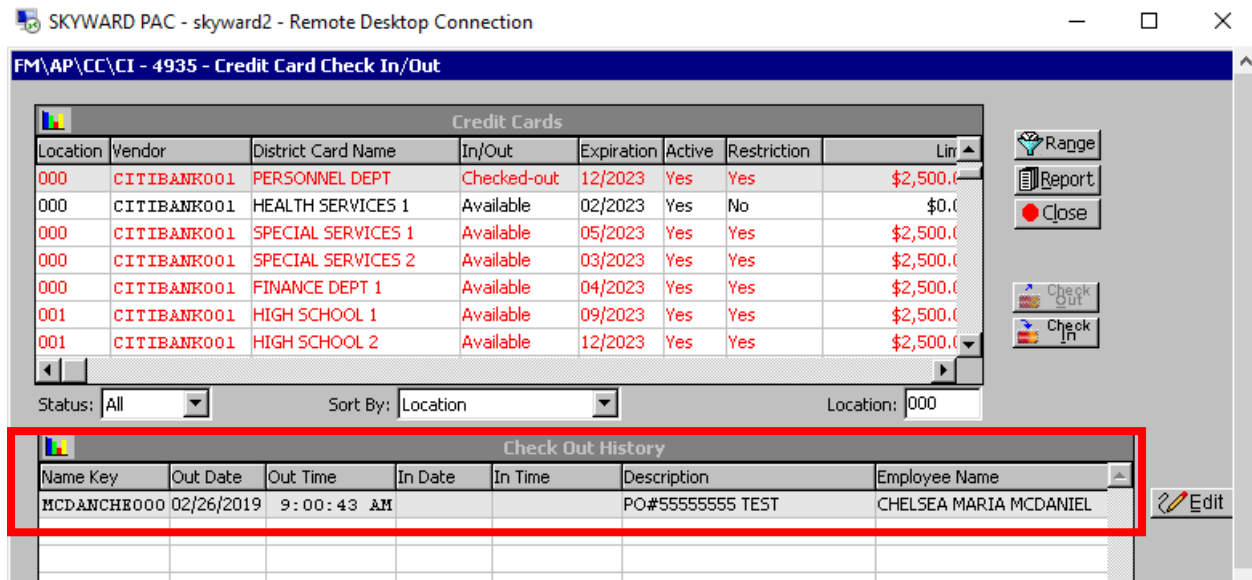
3. Select the card from the list of Credit Cards that will be checked out and select the "check out" icon. (The check out history for the selected card will appear in the bottom screen.)



4. Complete the following fields in the Card Check In/Check Out Screen
 - a) Used By: Search for the employee by last name and enter.
 - b) Description: This should be the Citibank PO# issued for the travel request.
 - c) Check Out Date and Check Out Time will be filled in automatically. You can edit the date if needed.
 - d) Click "OK"



5. The check out record is added to the check out history.



- When the card is returned, select the check out record from the check out history and select the "Check In" icon.

The screenshot shows the 'Credit Card Check In/Out' application interface. At the top, there is a table titled 'Credit Cards' with columns: Location, Vendor, District Card Name, In/Out, Expiration, Active, Restriction, and Lin. Below this is a 'Check Out History' table with columns: Name Key, Out Date, Out Time, In Date, In Time, Description, and Employee Name. A red box highlights the 'Check In' icon in the right-hand menu, and another red box highlights a record in the 'Check Out History' table.

Location	Vendor	District Card Name	In/Out	Expiration	Active	Restriction	Lin
000	CITIBANK001	PERSONNEL DEPT	Checked-out	12/2023	Yes	Yes	\$2,500.0
000	CITIBANK001	HEALTH SERVICES 1	Available	02/2023	Yes	No	\$0.0
000	CITIBANK001	SPECIAL SERVICES 1	Available	05/2023	Yes	Yes	\$2,500.0
000	CITIBANK001	SPECIAL SERVICES 2	Available	03/2023	Yes	Yes	\$2,500.0
000	CITIBANK001	FINANCE DEPT 1	Available	04/2023	Yes	Yes	\$2,500.0
001	CITIBANK001	HIGH SCHOOL 1	Available	09/2023	Yes	Yes	\$2,500.0
001	CITIBANK001	HIGH SCHOOL 2	Available	12/2023	Yes	Yes	\$2,500.0

Name Key	Out Date	Out Time	In Date	In Time	Description	Employee Name
MCDANCHE000	02/26/2019	9:00:43 AM			PO#55555555 TEST	CHELSEA MARIA MCDANIEL

- The "Check In Date" and "Check In Time" fields will auto populate. Click "OK".

The screenshot shows the 'Card Check In/Check Out' dialog box. The 'Check In' section is highlighted with a red box, and the 'OK' button is also highlighted with a red box.

District Card Name: PERSONNEL DEPT

Used By: MCDANIEL CHELSEA MARIA MCDANCHE000

Description: PO#55555555 TEST

Check Out

Check Out Date: 02/26/2019 Check Out Time: 9:00:43 AM

Check Out Entered By: MCDANIEL CHELSEA MARIA MCDANCHE000

Check In

Check In Date: 02/26/2019 Check In Time: 10:50:06 AM

Check In Entered By: MCDANIEL CHELSEA MARIA MCDANCHE000

A description related to the credit card check out. SkyDoc