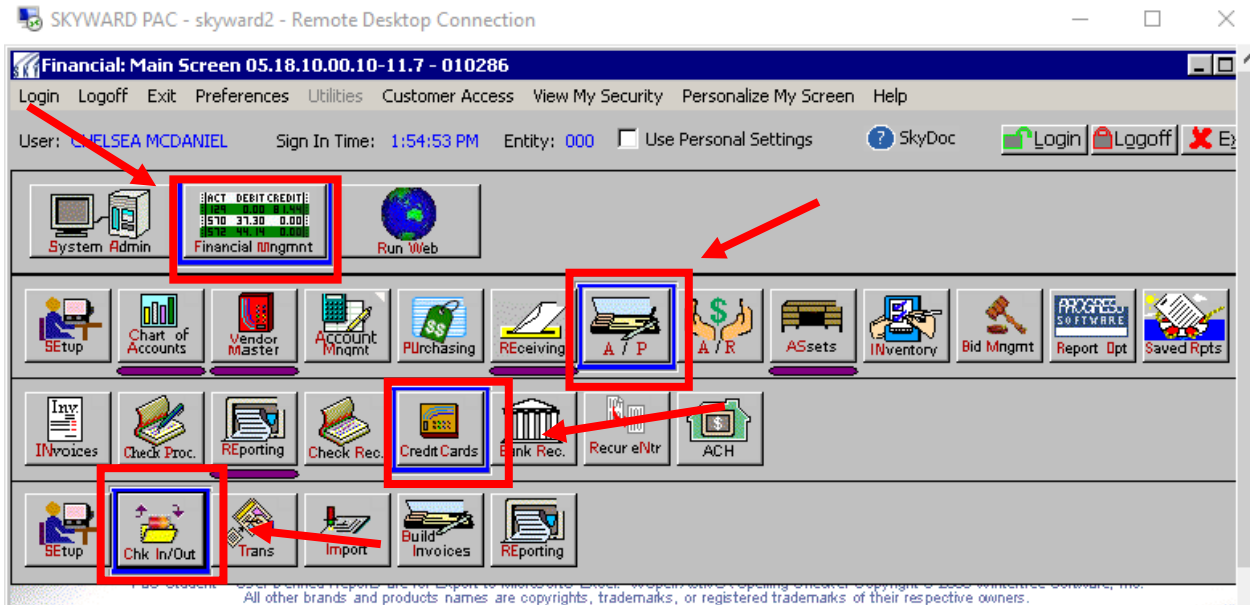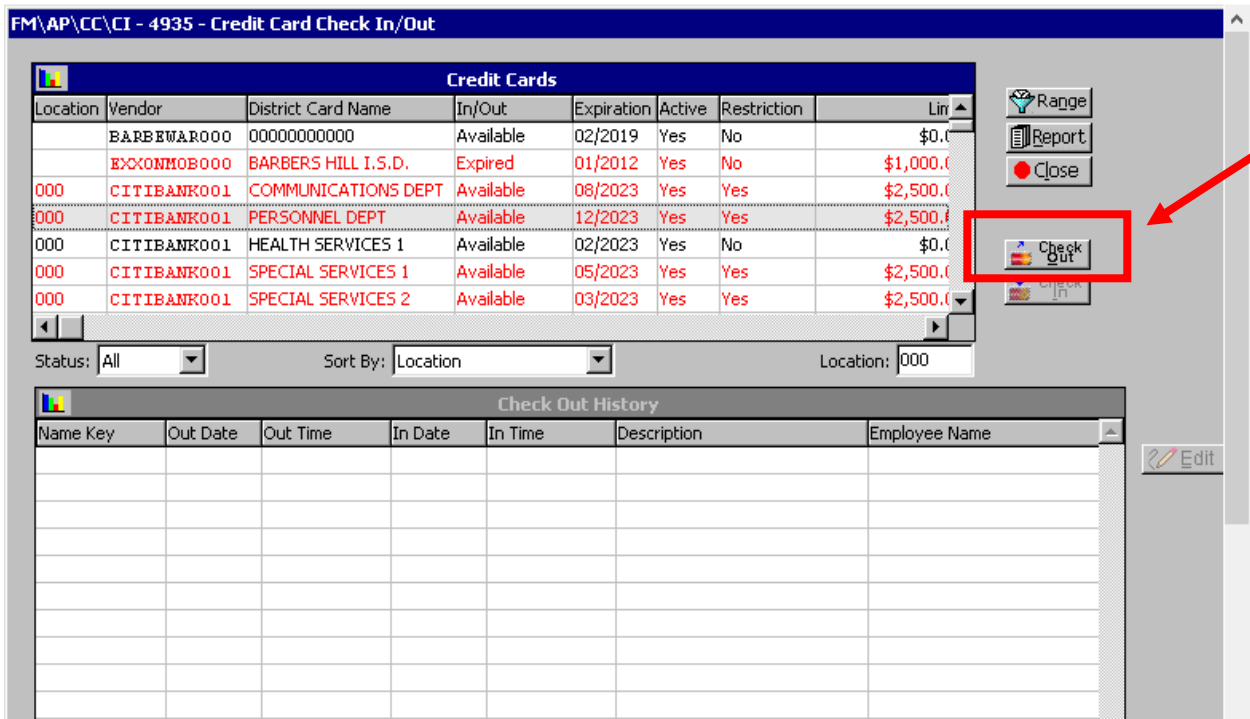**Travel Card Check In/Out Instructions**

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"
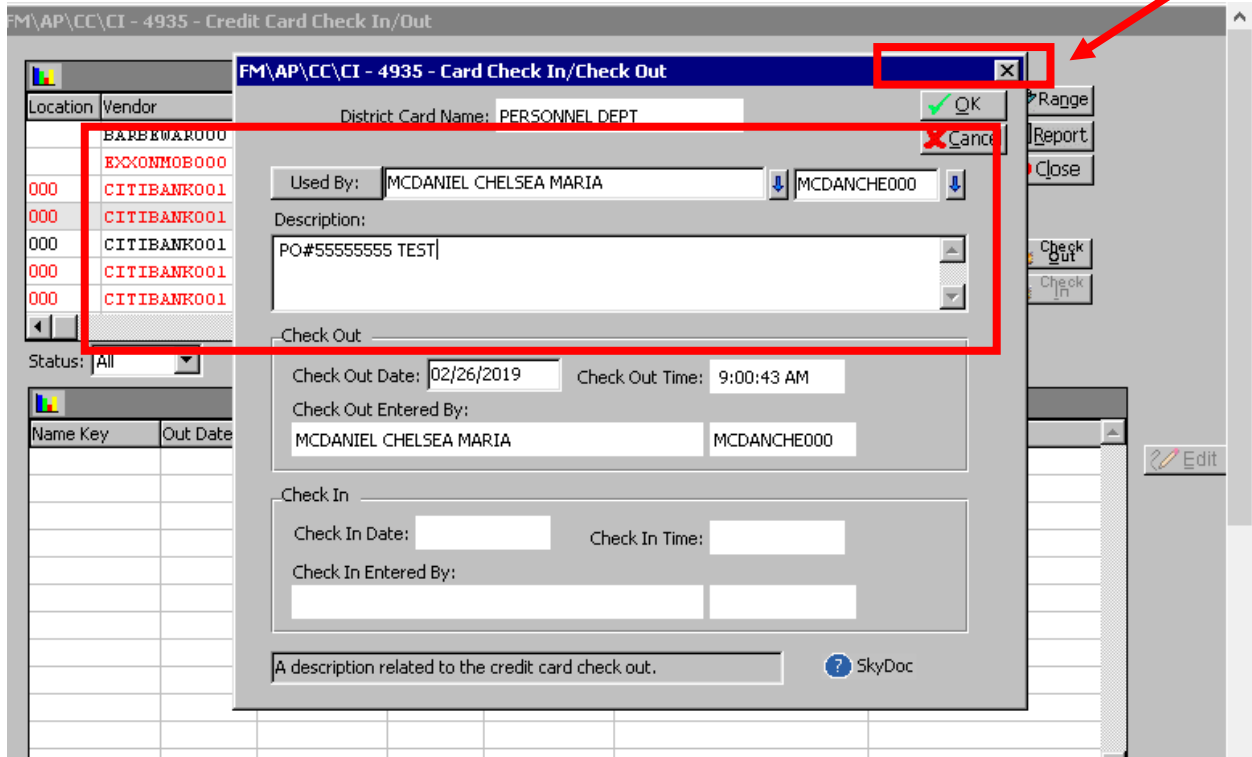
5. The check out record is added to the check out history.
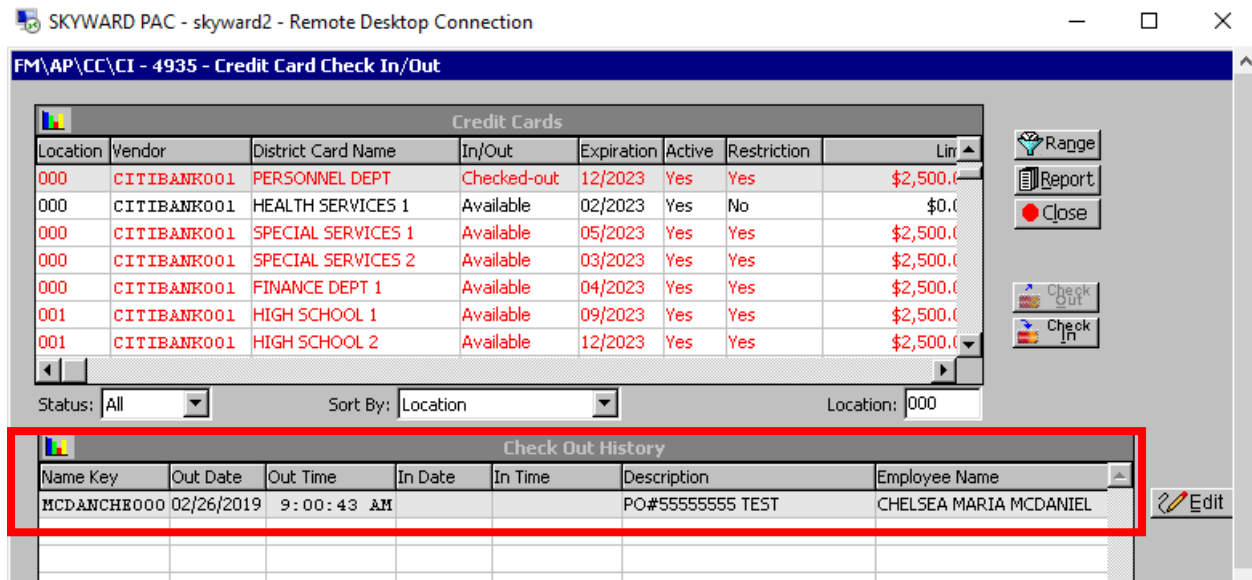
6. When the card is returned, select the check out record from the check out history and select the "Check In" icon.

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