Engineering Shared Environment

Supplemental ProCard Guide

A practical reference for verifying ProCard transactions in Workday

Use this guide with the Workday Job Aid

This guide is not a replacement for Workday Job Aid – EXP-J-O6 How to Manage ProCard in Workday.

It provides ESE-specific guidance, examples, and troubleshooting help.

Updated October 2026

Contents: click the ▸ on the left to expand the section

1. View ProCard Transactions and Verifications
2. Manage Transactions & Verifications
3. ProCard Verification Checklist
4. Understand Tax on ProCard Verifications
5. Receipt Requirements
6. Meals and Food Purchases
7. Foreign Currency Transactions
8. Using Non-Default Tax Codes
9. Common Spend Categories
10. Troubleshooting and Help

1. Viewing ProCard Transactions & Verifications

There are two Workday reports and a Purchases app workflow you can use

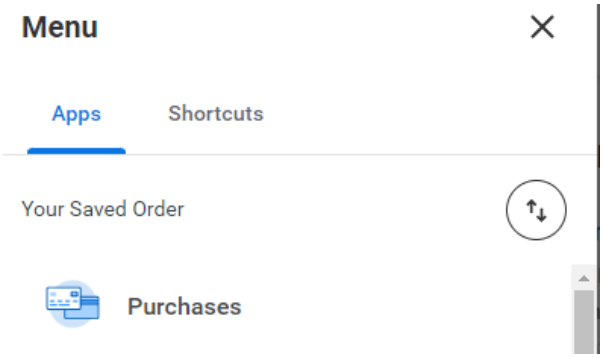
Reports

Use these Workday reports to locate ProCard activity:

- **Find Credit Card Transactions** (R1439)
- **Find Procurement Card Transaction Verifications** (R1438)

Add the Purchases App

1. Open Menu → Apps.
2. If Purchases is not listed:
    - Scroll to the bottom and select Add Apps.
    - Search “Purchases” and click the + sign.
3. Open Purchases.

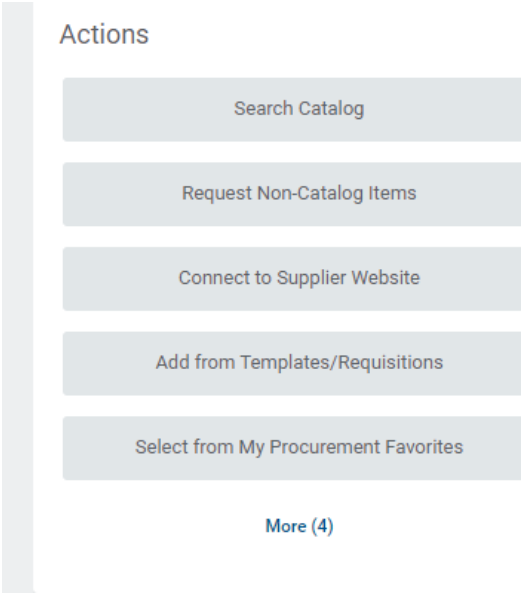


Workday Menu: Purchases appears in the Apps list.

2. Manage Transactions & Verifications

1 **Go to Menu → Apps → Purchases.**

2 **Under Actions → Select More**



3 **Select Actions → Verify Procurement Card Transactions**
Or
View → Procurement Card Transaction Verifications

What is the difference?

Verify Procurement Card Transactions
Shows ProCard purchases where the verification process has not been started. Once you start a verification, the transaction is given a PC# and moves out of this list.

Procurement Card Transaction Verifications
Shows Approved, In Progress, and Draft ProCard verifications (has a PC#). A verification sent back will appear as Draft. You can sort by selecting a column header.

3. ProCard Verification Checklist

Use Comments for transaction-level information
Use the Comment box for most information. Use the Memo field only for information that applies to an individual item, not the overall purchase.

Required documentation

Business purpose

- Why the expense is needed and how it benefits UW.
- For grants: explain relevance and benefit to the grant.

Funding approval / spend authority

- If you have spend authority on file, note it in Comments.

Itemized receipt

- Final Receipts only, paid in full, no quotes.
- Must match the final charged amount, including tax and tip.
- Note if tip was paid in cash.

Attendee list (for food/meal purchases)

- Names and relationship to UW, or an invite list/listserv if applicable.

Proof of goods received

- Written confirmation or receipt or packing slip.

Tax confirmation

- See Section Understand Tax on ProCard Verifications.

Think like the reviewer
The goal is not just to attach documents. Make the evidence easy to find. A concise, clearly labeled attachment is easier to review than a long document with the relevant information buried inside.

4. Understand Tax on ProCard Verifications

Start with the receipt
Always refer to the receipt for the details needed to verify the transaction.

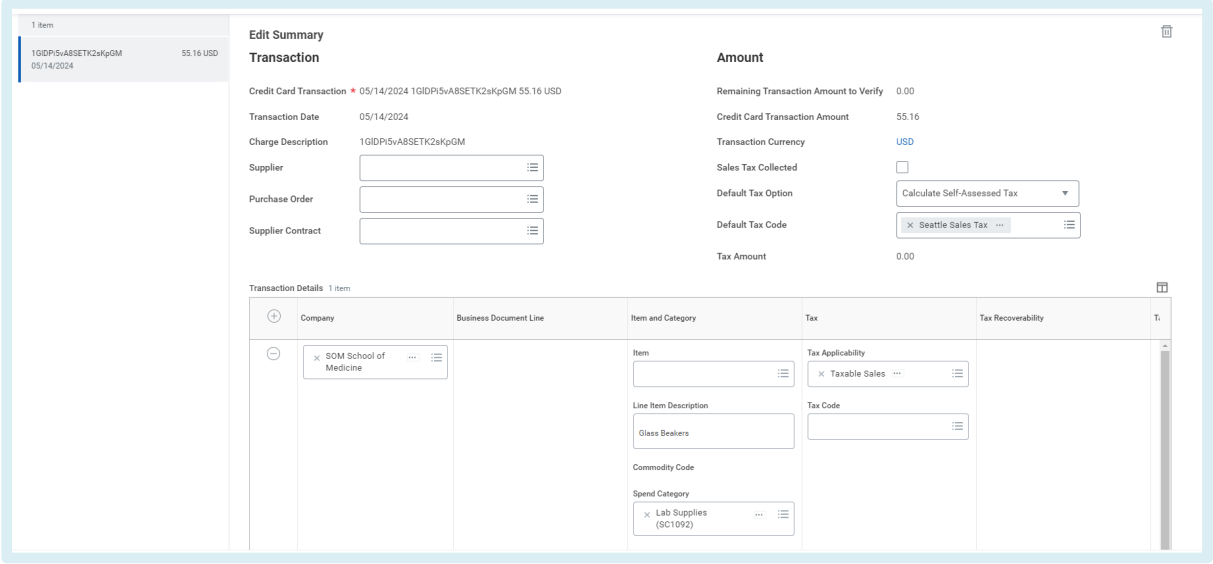
Receipt	Sales Tax Collected	Spend Category	What to do
Tax charged	Check the box	Taxable	Use the receipt tax amount. See Example 1.
No tax charged, but item is taxable	Leave unchecked	Taxable	Calculate self-assessed tax and complete the default tax fields. See Example 2.
Item is non-taxable	Leave unchecked	Non-taxable	An orange alert is expected. Confirm the information and proceed. See Example 3.

Examples

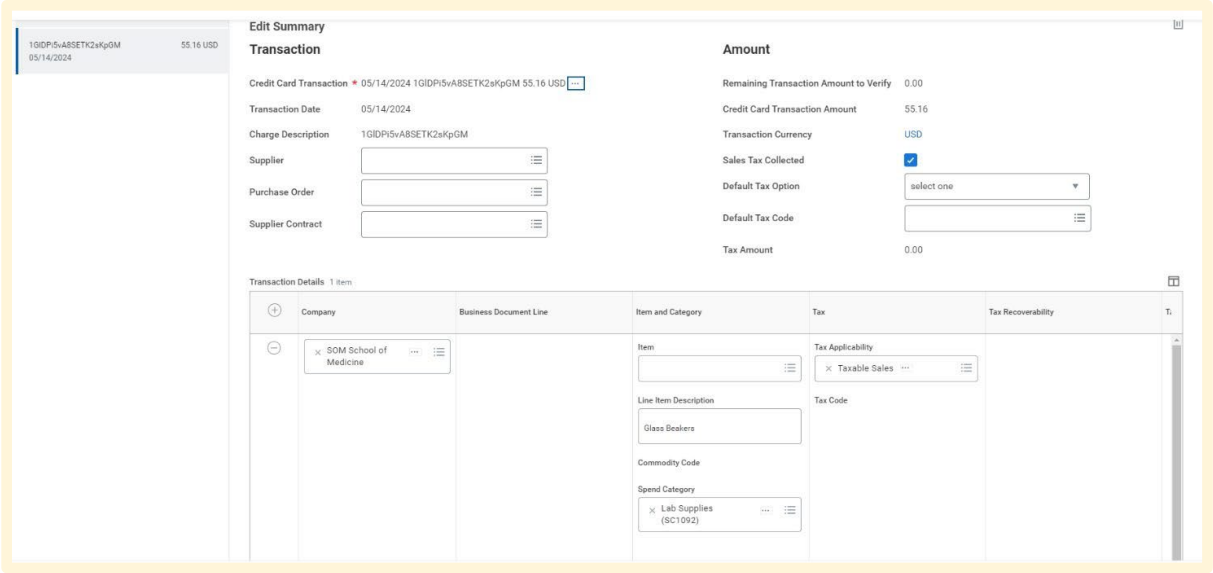
Example 1
Taxable lab supplies with tax collected.

Example 2
Taxable computer supplier with no tax collected.

Example 3
Non-taxable conference.

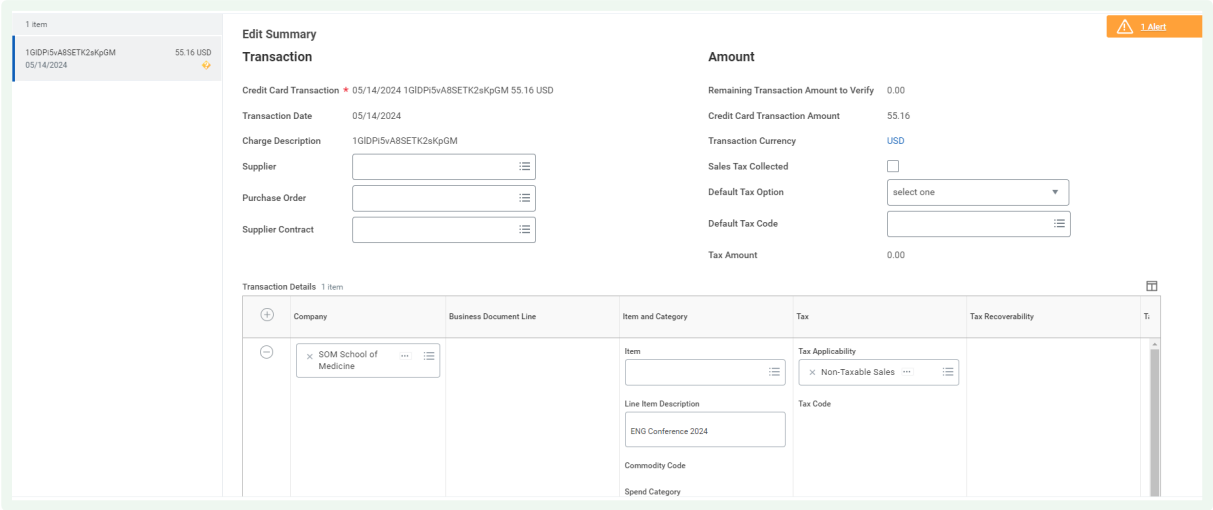


Example 1: Taxable lab supplies with tax collected.



Example 2: Taxable computer supplier with no tax collected.

Tax example: non-taxable purchase



Example 3: Non-taxable conference. The orange alert is expected.

> **Important**
> For a non-taxable item, use a non-taxable Spend Category, leave Sales Tax Collected unchecked, and confirm the orange alert before proceeding.

5. Receipt Requirements

The receipt must support the amount you are verifying
The final receipt should match the total charged to the ProCard. If it does not, ask the vendor for a copy showing the final amount charged.

What a receipt must show

- An itemized description of what was purchased.
- The final amount charged to the card.
- Tax and tip when applicable.
- Evidence that the charge was paid by cash or credit, or the last four digits of the card.

Food purchases

- A credit card summary receipt that shows only the total is not acceptable.
- The receipt must include tax and tip.
- If a tip was paid in cash, make a note in the verification.

Goods and third-party payment platforms

- For goods, the receipt must clearly show what was purchased.
- PayPal and other third-party payment platforms may not provide an itemized receipt.
- If the receipt is not itemized, attach a screenshot or PDF of the shopping cart or order summary with the receipt.

Quotations and proposals

- Usually provided before the card is charged and may include a quotation or proposal number.
- They may not show the final payment amount because tax, shipping, tariffs, or other fees have not yet been charged.
- They do not normally show that the card was charged because payment has not yet been made.
- A proposal can be used as a receipt when you are paying a deposit or down payment for an event. Add a note explaining that this is what you are doing.

6. Meals and Food Purchases

Use this section when a ProCard transaction includes food, meals, refreshments, or alcohol.

1. Is food allowed on the funding source?

Yes
A memo confirming that the funding source is food approved may be required.

No
A Food Form may be required. Use the table below to determine whether one is required.

2. Is a Food Form required?

Funding Source	Food Form Required	Notes
Restricted Gift - RS100202	**NO**	Resource is Gift but not discretionary. Memo confirming it is food approved is required. Food Form not required.
Discretionary Gift - RS100203	**NO**	If resource states discretionary, Food Form not required.
Grant	**NO**	Confirmation from the grant manager is required; Food Form is not required.
ICR / GOF / DOF / AUX / Royalty / other funding	**YES**	These budgets are not food approved. Food Form is required.

Food Form requirements by funding source.

3. Is the food taxable?

Tax-exempt
Basic groceries such as fruits and vegetables.

Taxable
Prepared foods such as donuts, soft drinks, alcohol, and similar prepared items.

4. Attendee documentation

- All meals require a list of attendees showing each guest's relationship to the University.
- This applies to meals and informal meetings, such as getting coffee with a donor.
- Food purchased for events requires a list of attendees. If names cannot be provided, provide a list of invitees, or the name of the mailing list/listserv and the number of contacts.

5. Alcohol

Alcohol requires discretionary funding
Purchase of alcohol is only allowed on discretionary funding sources. Alcohol may be split onto a discretionary worktag while the remainder of the meal is placed on non-discretionary funding.

- A list of attendees is required.
- An itemized receipt showing the total charge, including taxes and tips, is required.

6. Common Food Spend Categories

SC1997
Meals, Coffee, and Refreshments. Use for restaurant and delivery meals, coffee, soft drinks, and other taxable prepared food. For non-taxable food, use SC1997 and leave the tax section untouched; note in the Memo that the food item is non-taxable.

SC1152
Catering and Prepared Food. Use for catering only.

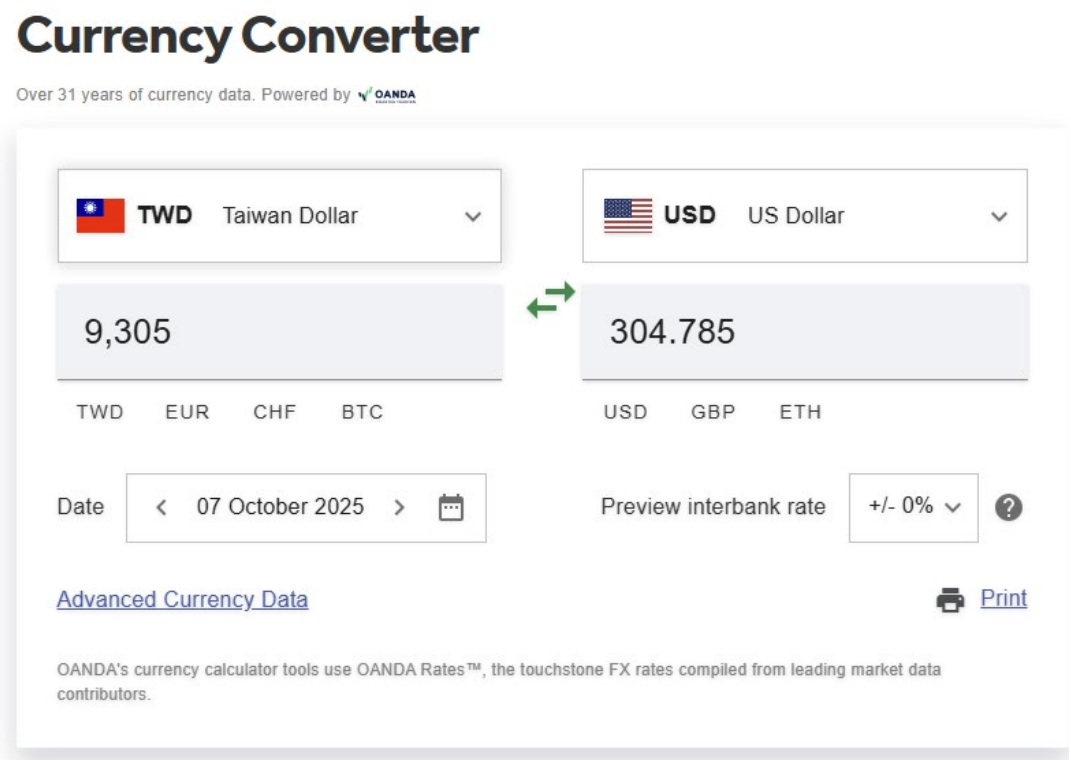
Do not use SC1078
Non-Taxable Food (SC1078) should not be used, per the 7/13/2026 policy change.

7. Foreign Currency Transactions

1. **If the vendor charges you in a foreign currency, use Oanda to calculate the conversion to USD based on the expense date.**

2. **Attach a screenshot of the conversion to the verification.**

3. **Add a Comment asking the Compliance team to perform the manual currency conversion.**



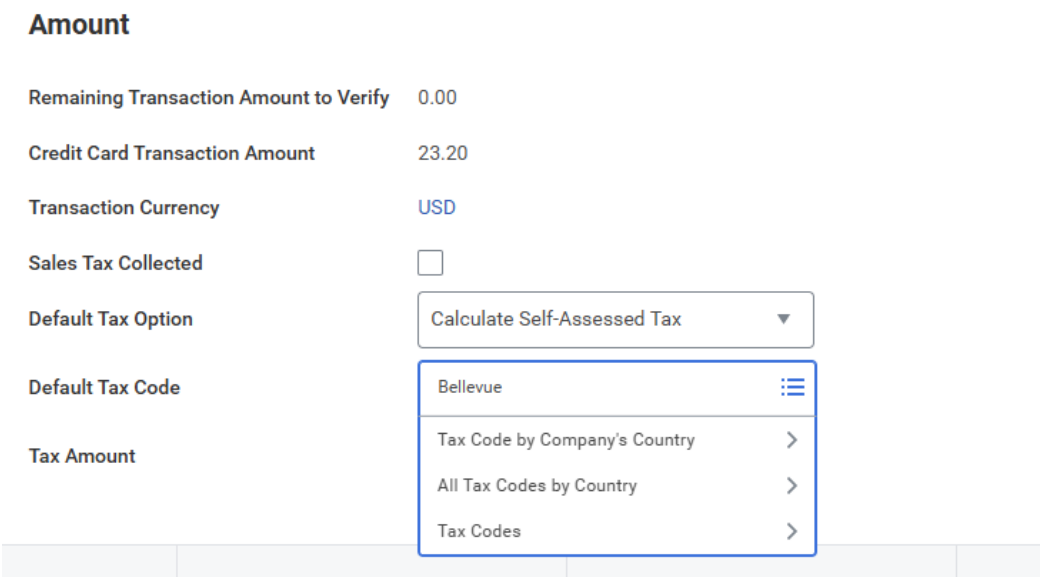
Oanda currency converter example.

8. Using Non-Default Tax Codes

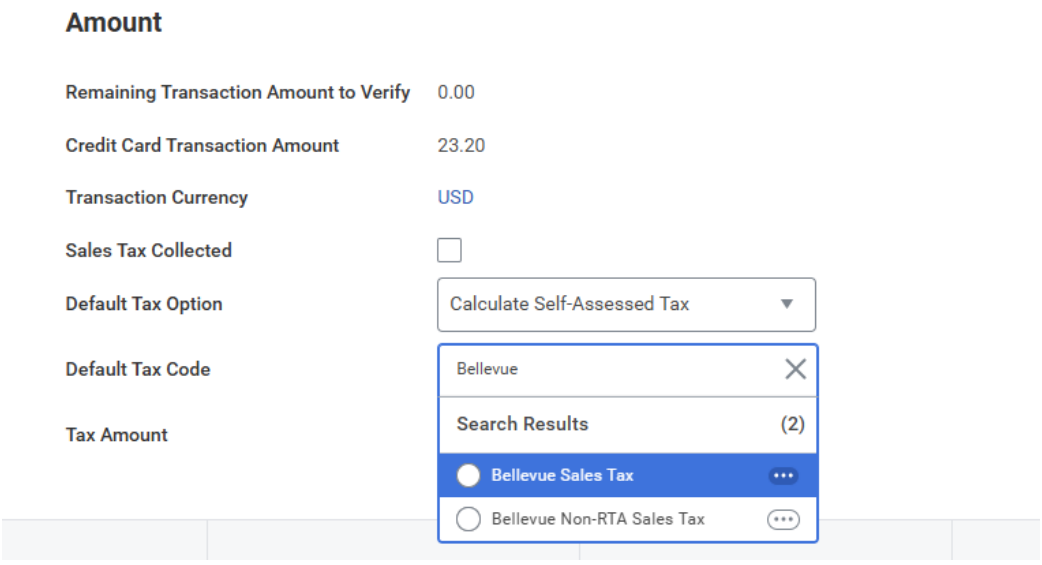
Use the location of the purchase or use
For purchases made outside Seattle, or for goods that will be used outside Seattle, change the default tax code to match the location where the purchase was made or where the goods will be used.

- Example: Goods used in a lab in Bellevue should use Bellevue sales tax.
- Example: Lab supplies for PNNL in Richland should use the Richland sales tax.
- If items will be shipped out of state, leave the tax section blank because Workday does not load non-Washington tax rates.

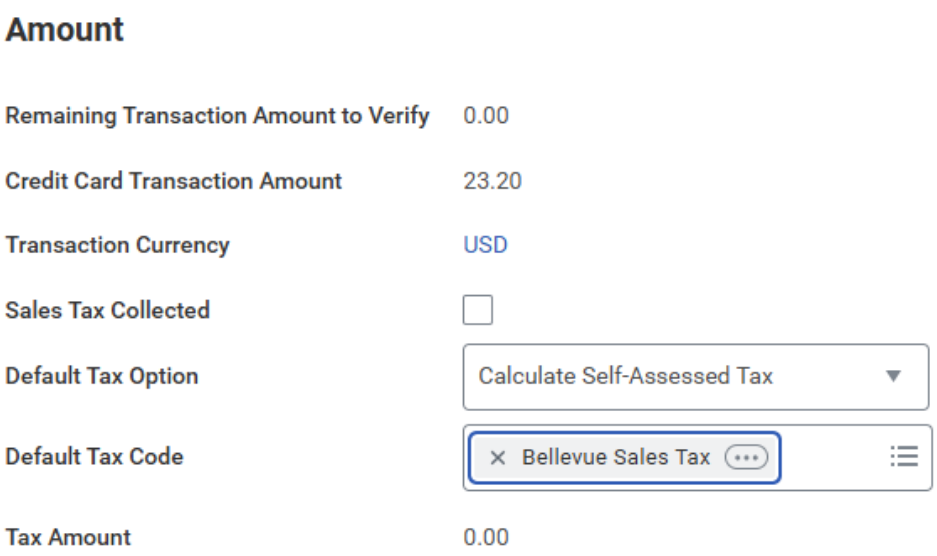
Example: Adding a non-Seattle tax code



Search for the location-specific tax code.



Select the applicable tax code.



The selected tax code appears in the Default Tax Code field.

9. Common Spend Categories

SC Code	Spend Category	Taxability	Description / Examples
SC1092	Lab Supplies	Taxable	General consumable lab supplies, with a useful life <2 years.
SC1082	Chemicals and Chemical Products	Taxable	Chemicals, reagents, plasmids, isotopes, solutions, etc.
SC1747	Computer Supplies	Taxable	Computer hardware (desktops, laptops) and peripherals (monitors, accessories) are ok to use with this.
SC2500	Minor Equipment Non-Medical	Taxable	Catch-all SC for pieces of equipment. Differs from lab supplies in that items are not consumable, and they generally have a useful life of >2 years.
SC2516	Software as a Service (SaaS)	Taxable	Software subscriptions/limited period licenses. Examples include Adobe Acrobat and AI platforms.
SC2002	Software Expense	Taxable	One time software purchases.
SC1094	Cleaning Supplies	Taxable	For CoE, Supplies used for cleaning purposes. Trash bags, hazardous material disposal bins, soaps, cleaning solutions, paper towels.
SC2221	Personal Protective Equipment	Taxable	Masks, gloves, etc. Can be for lab use.
SC1095	Office Supplies	Taxable	General office supplies, e.g. paper, pens, notepads, binders
SC1081	Books And Pamphlets - Non-Library	Taxable	Books or reading materials that will not end up in the UW's libraries.
SC1997	Meals, Coffee, and Refreshments	Taxable	Catch-all food SC. Restaurant and delivery meals, coffee, prepared foods, taxable grocery items like soda and candy, etc.
SC1152	Catering and Prepared Food	Taxable	Specifically for food purchased from a catering company.
SC2044	Background Checks	Taxable	Background checks conducted during the hiring process.
SC1046	Training and Conference Fees	Taxable	Conference or educational training registration fees.
SC1043	Membership Dues, Subscriptions and Fees	Non-taxable	Dues payments to professional associations.
SC1042	Licenses and Permits	Non-taxable	Licenses and permits for use during normal operations, e.g. fire permits, banquet permits, etc.
SC2001	Fundraising, Marketing, Promotions, and Advertising	Taxable	Purchases tied to fundraising, donor/alumni outreach, marketing, promotional activities, and promotional merchandise. UW-branded merchandise has additional approved-supplier/trademark requirements.
SC1036	Advertising and Promotional Services	Taxable	For allowable advertising or promotional charges. For ProCard, the clearest use is paid advertising placement such as online, newspaper, periodical, radio, or similar media. Advertising consultation, brokering, or advertising-design services should not be paid by ProCard.

SC1054	Outside Printing Services	Taxable	For printing/copying services not performed by the University.
SC2447	Photography Service	Non-taxable	Professional photography services. Examples include donor-event photography, alumni events, campaign photography, stewardship photography, and professional headshots.
SC2446	Graphic Design Service	Taxable	Website or graphic design services when allowable for ProCard. Caution: advertising consultation, brokering, or advertising-design services should not be paid by ProCard.
SC1038	Freight And Express Shipping - Non-Taxable	Non-taxable	Non-taxable shipping, freight, courier, or express-delivery charges. Examples: FedEx, UPS, DHL, and shipment of donor/event materials.
SC2555	Freight and Express Shipping - Taxable	Taxable	Freight or shipping when the charge is taxable. Use instead of SC1038 when the shipping charge is subject to tax.
SC1063	Audio Visual Rental	Taxable	Rental of audiovisual equipment for meetings and events. Examples: projectors, screens, microphones, speakers, lighting, and AV packages for donor or alumni events.
SC1066	Conference Facility Rental	Taxable	Rental of meeting, conference, reception, or event facilities when this is the appropriate facility-rental category.
SC2702	Gift Supplies (UW Academy Only)	Non-taxable	Small items and supplies used in gifts for donors and department partners, such as packaging and flowers. For UW Academy related purchases only.
SC2704	Other Supplies (UW Academy Only)	Taxable	General supplies purchased **when a more specific supply spend category does not apply**. Use only for UW Academy-related purchases.

10. Troubleshooting and Help

Start with the right resource
Use the Workday Job Aid for the standard Workday process. Use this guide for ESE-specific ProCard verification guidance and examples.

Resource	Use it for
General Help Finance Ticket	Finance questions or issues requiring a ticket.
ESE Website	ESE resources and recorded sessions/trainings.
ProCard Job Aid	Workday Job Aid – EXP-J-O6 How to Manage Procard in Workday.
Food Approval Form	Use when the applicable funding source requires a Food Form.

ESE website

This guide can be found on ESE's website: https://www.co-ese.uw.edu/recorded-sessions-and-trainings/

Back to Contents