



## District Purchase Card Monthly Process

\*\*\* **NEW IN FEBRUARY 2022** \*\*\*

NVC website link: [District Purchase Card Guidelines & Forms](#)

Download the purchase card monthly statement from Elan Financial Services online portal.  
The monthly statement is available on the 21st of each month.



Gather all receipts for transactions on the statement.

- Requisition Date:

NOTES: For monthly recurring transactions (e.g. software subscrip-~~Ter~~ M/CID 2e frut (e) 6 (e) (B) 9o

will be automatically assigned to the appropriate budget center manager, grant facilities, IT, and advertising approvers based on approval tree in Colleague.



Email the following to [accounts.payable@napavalley.edu](mailto:accounts.payable@napavalley.edu)

- Statement
- Receipts
- PO number