

Completing the Compliance Form

- 1 When you use your ID card as a department charge card, you are required to complete the compliance data within 7 days.

Access the compliance form by clicking the **link** provided in your email or by accessing the Financial Toolkit through InsideND.



Production Environment Email Subject Line: ID Charge - Action Required

Department Charge notification for Lori Bush

In order to be in compliance with IRS and/or Grant documentation requirements, you must submit a business purpose for the following transaction by **July 6, 2018 at 10:00 am**. You will not be able to make any FOAPAL changes through this process after this date.

Date: Friday, June 29, 2018 at 4:38 pm
Amount: \$372.00
Location: Follet

Click on the link below to complete the form:

https://financial-toolkit-test.oit.nd.edu/financial_documents/25109

Thank you,

Campus Card Office
423 Grace Hall
Email: icard@nd.edu

- 2 The top of the form will display information specific to the ID card transaction including the date, time, location, and amount of the charge. You can view more information about the purchase by viewing the receipt (**View Receipt** button). NOTE: Online receipts are not available for all transactions.

ID Charge

Transaction ID: 1739		Status: Not Submitted
Charge Type:	Department Charge	Last date and time FOAP[AL] changes can be submitted: 05/09/2018 11:00 pm
Charged by:	900XXXXXX Moulds, Denise	
Charge Location:	Rohrs	View Receipt
Charge Date:	05/01/2018 at 03:46 pm	
Transaction Amount:	\$285.00	
Contact ID:	DBOUDREA: Denise Moulds	

- 3 Document the applicable **Business Purpose**. Additional notes may be required.

Business Purpose *

** indicates additional details are required

- Student Meeting **
- Recruiting
- Host/Faculty speaker
- Staff Mgrs meeting
- Fundraising
- Supplies **
- Other **

Business Purpose Additional Notes

Department Charge



4 Indicate if alcohol was included. If **yes**, you must itemize the amount for the alcohol.

Was alcohol charged? *

Yes No

5 Verify or update the FOAPAL to charge. Your default FOP[AL] will display, but you can change it if needed. If you had previously selected that alcohol was charged, a second line with your default FOP[AL] will appear with the appropriate account code for alcohol. You can also use the **Add FOAPAL** button to further itemize your charge.

Charges

Fund Amount	Orgn	Acct	Prog	Actv	Locn
100000	50001	72001	70000		
\$372.00					

6 If you were the only attendee, you can note this by selecting the **No additional attendees** check box.

Additional Attendees *

No additional attendees

7 To add a new attendee, click the **Add Attendee** button and answer the questions. The answers to these questions will determine what information you need to provide about the attendee.

Additional Attendees *

ND Individual Employee **Individual *** **Label** **X**

8 Click the **Review Form** button. Verify all the information is correct and click **Submit**.