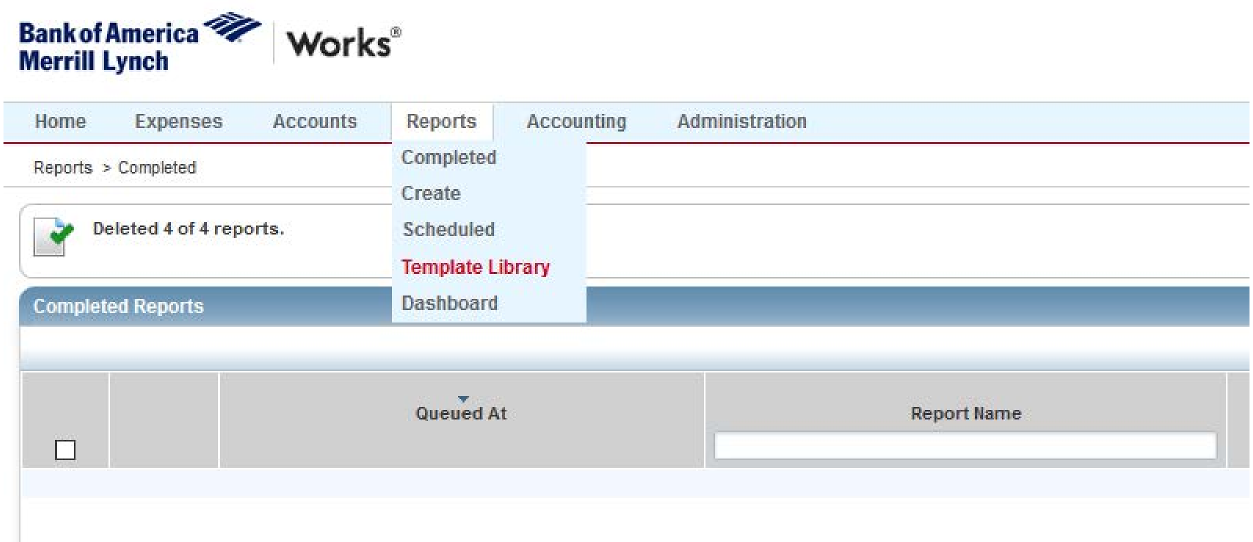
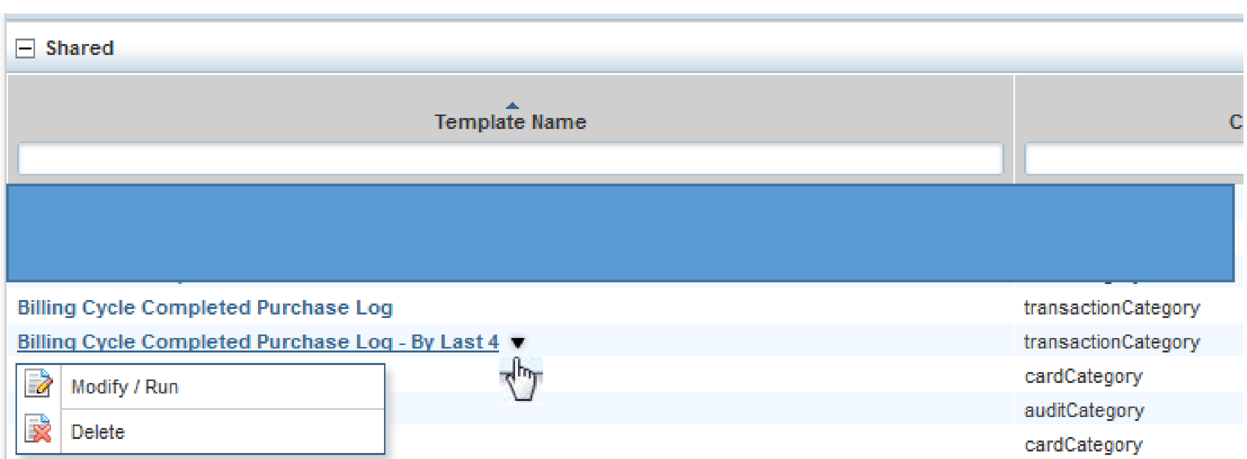
Purchasing Department
700 University Avenue, Coenen Hall 140 | Monroe, LA 71209
P 318.342.5205 | F 318.342.5218

Instructions for Printing the P-Card Purchasing Log

1. Log in to Works at https://payment2.works.com/works/session
2. Click on **Reports – Template Library**

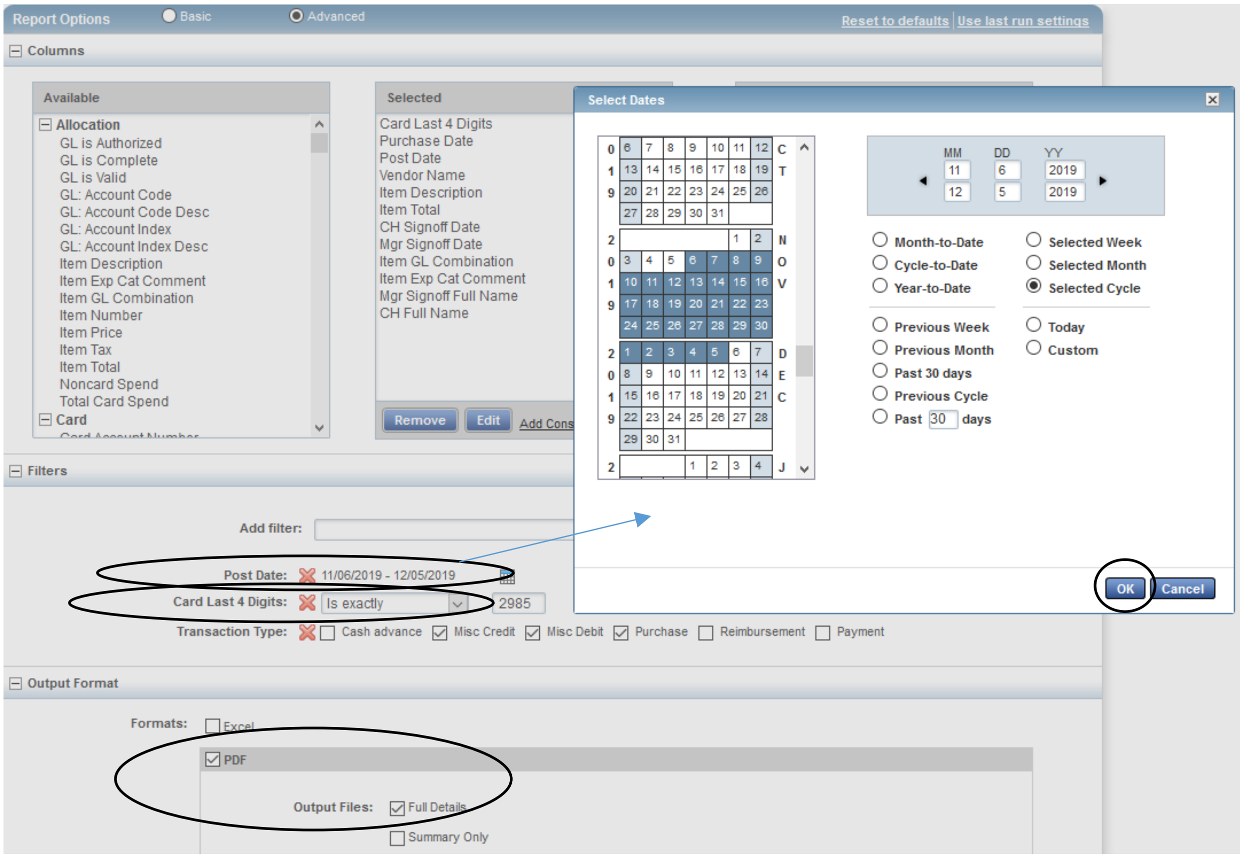


3. Click on **Billing Cycle Purchase Log - By Last 4**

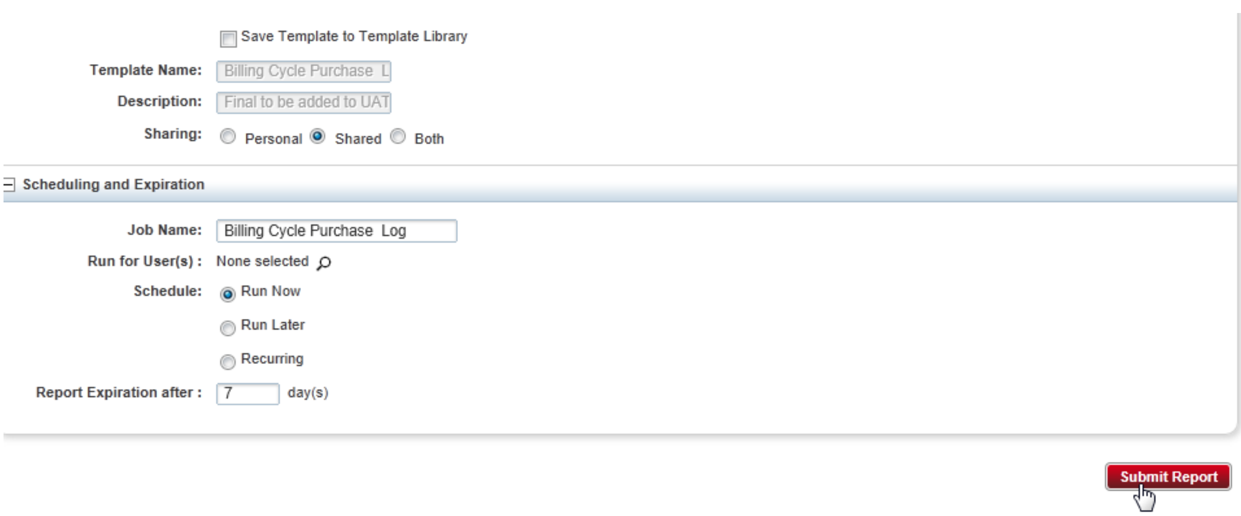


Then click **Modify / Run**

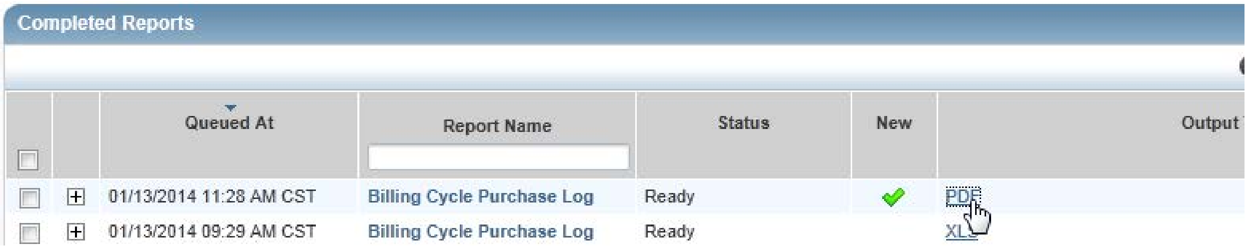
4. Set the Filters for your report
    a. Select the date range for the correct Statement Period by clicking on **Post Date**
    b. Enter the **Last 4 Digits** of your P-Card card number
    c. Make sure the Format is set to **PDF** and **Full Details**



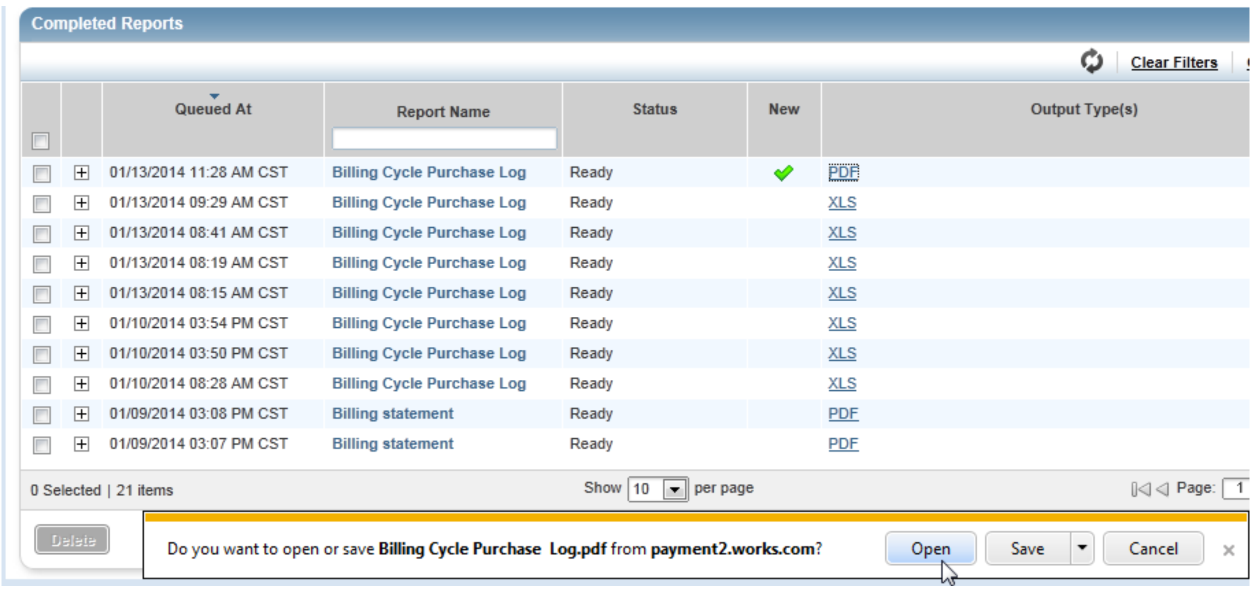
5. Scroll down and click **Submit Report**.



6. The report begins processing. Once completed, click on **PDF**.



7. Click **Open**



8. The Billing Cycle Purchase Log appears in PDF form. Print the report and attach all receipts and documentation for your records and audit purposes.