

Indiana University Office of Procurement Services

STANDARD OPERATING PROCEDURE

SOP NO:	SOP-PCARD-06
SUBJECT:	Submitting Expense Reports as a Chrome River Delegate
SOURCE:	University Procurement Services
ORIGINAL DATE OF ISSUE:	
DATE OF LAST REVISION:	05/17/2022
DISCLAIMER:	The information provided in this Standard Operating Procedure (SOP) is designed to provide helpful information on this procedure. Purchasing reserves the right to determine on a case by case basis if a SOP should be adjusted for a particular situation. This SOP is not intended to cover each and every situation nor can it anticipate specific circumstances.
RATIONALE:	To provide Chrome River delegates instructions for submitting expense reports to pass the separation of duties test
PROCEDURES	<p>A Chrome River delegate, in order to comply with the procurement card policy separation of duties rule, is required to verify and submit expense reports when the P-Card expense owner is also the P-Card transaction approver.</p> <p>Verify and submit expense reports as a Chrome River delegate:</p> <ol style="list-style-type: none"> 1. Login to the Chrome River task at One.iu.edu 2. Change users to the expense owner. 3. Click to open the unsubmitted report. 4. Click to open the expense line item showing the separation of duties violation. 5. Review reconciliation to confirm appropriate object code mapping and IU account number are selected. 6. Verify the receipt is itemized, legible, that it matches the expense and does not contain critical data (last 4 of the credit card number is acceptable). 7. Click the Edit Button. 8. Post a comment verifying the expense and receipt in the Comments box. 9. Save the changes. 10. Repeat steps 4-9 for each expense showing the separation of duties violation. 11. Submit the report.