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Section: Operations	
Subject:  <b>Processing P-Card through Black Board Registers</b>	

## **Processing P-Card through Black Board Registers:**

This process explains how to process a P-Card as a Dining Services Cashier utilizing a Black Board Register.

### **Procedure:**

1. Customer must present a P-Card with OCC number attached at time of purchase\*.
2. Accept card from customer.
3. Push the P-Card Tender key
4. Enter the OCC number.
5. After receipt is printed, compare OCC number and name on receipt to number and name on the p-card.
6. Have customer sign receipt and have them write down their telephone number and name of their department on the receipt.
7. Place receipt in cash bag to be delivered to the cash department.
8. If an order is made over the phone, then
  - a. Verify correct entry of OCC after printing receipt
  - b. Write the name of the customer on the vendor receipt
  - c. Record telephone number and department on vendor receipt
9. If customer does not have their p-card at time of purchase, a manager must approve payment and follow steps 3, 4, 5, and 6. (Note: The vendor will be at risk but the customer service may outweigh the risk.)

\*OCC numbers are distributed through Purchasing. If a card is presented without an OCC number, the card holder will be asked to contact purchasing.