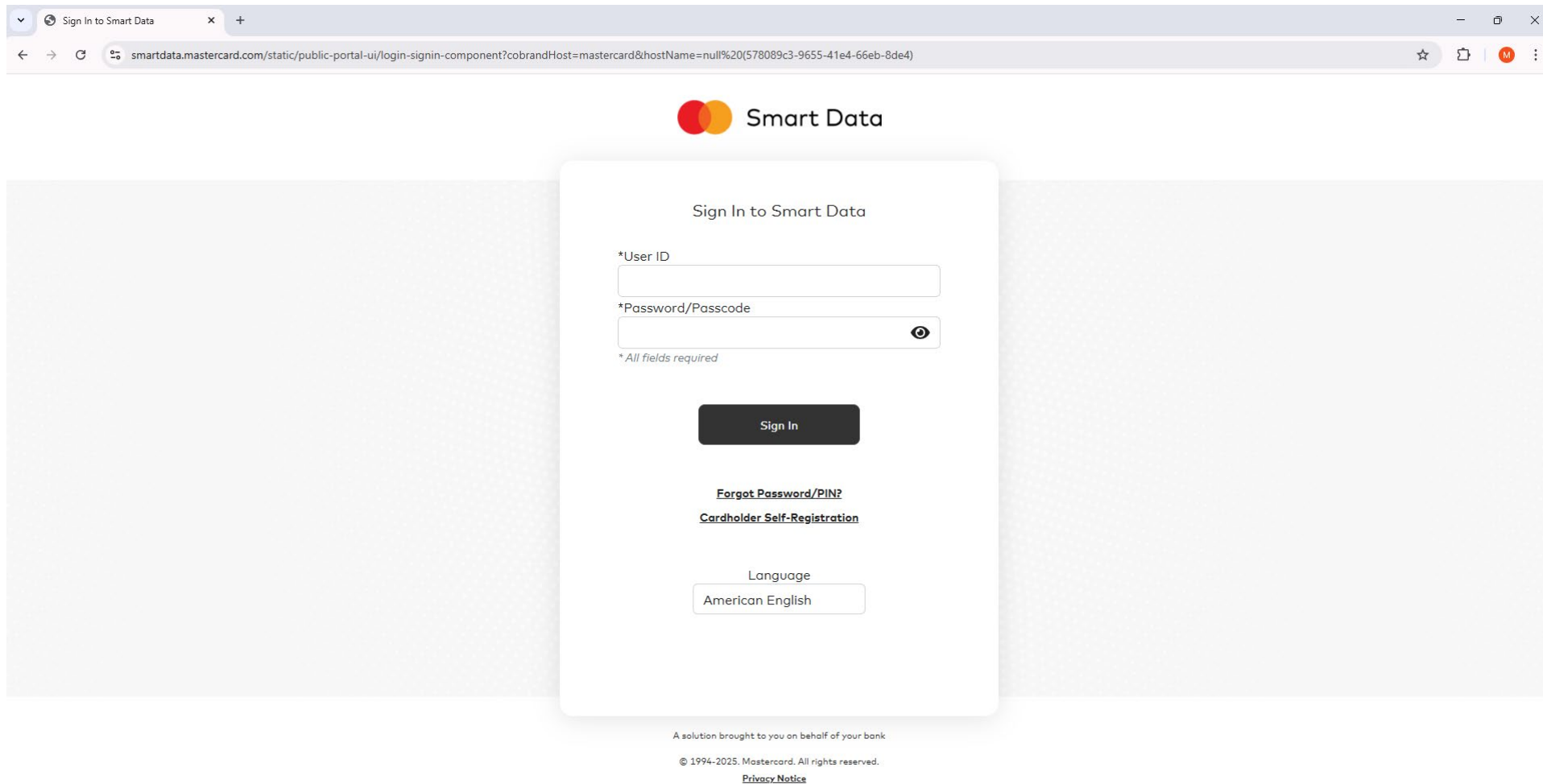# CREDIT CARD TRANSACTIONS – APPROVALS

All monthly expenses are required to be coded and approved before the 12th of the following month. Please allow time for submitted expenses to be approved before the deadline.

Step 1: Log into *smartdata.mastercard.com* website

CREDIT CARD TRANSACTIONS – APPROVALS

Step 2: Ensure your role is shown as "Level Manager."

CREDIT CARD TRANSACTIONS – APPROVALS

Step 3: Choose "Expense Management" from the "Financial" tab dropdown box:

CREDIT CARD TRANSACTIONS – APPROVALS

Step 4: Transactions to be approved will be found in the Inbox. Transactions submitted for approval by direct reports is the default setting.

List of transactions will be shown here

CREDIT CARD TRANSACTIONS – APPROVALS

Step 5: Open each transaction and review each transaction before approving:

1. Receipt attached
2. Description included
3. Coding fields are correct

MARY ALMA NOONAN XXXX-0455

MCAD ART CELLAR

$4.45   • Submitted

Summary   Cost Allocation   Receipt   Merchant Details   Addenda Data

Business Justification   28/255

Batteries for wireless mouse

Transaction Date   Posting Date
05/14/2025   05/15/2025

COST ALLOCATION

Fund #   Dept Code

1 - UCF-UNRESTRICTED CURRENT FUND   × ▾   251-2900 - BUSINESS OFFICE   × ▾

Function Code

5540 - Office Supplies   × ▾

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Approve   Reject   SAVE

CREDIT CARD TRANSACTIONS – APPROVALS

Step 6: Choose "Approve"

MCAD ART CELLAR

$4.45   ● Submitted

Summary   Cost Allocation   Receipt   Merchant Details   Addenda Data

Business Justification   28/255

Batteries for wireless mouse

Transaction Date   Posting Date

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