OK Corral P-Card Cart Instructions

Log into your myNEO click on OK Corral under Employee or Finance Tab:

Graphical user interface, text, application

Description automatically generated

OK Corral Home Screen

Click on Non-catalog cart

Graphical user interface, application

Description automatically generated

Enter Supplier: Bank of America

Graphical user interface, application

Description automatically generated

Description: enter detailed (what team, how many, dates, etc.) description of estimated charges that will be charged to p-card. This is going to require estimating all amounts for the charges. Example- Hotel $1500.00 + $720.00 meals. Please estimate amount price higher so you can encumber more than what you spend.

Catalog No: NA

Quantity: 1

Price: the estimated amount you will be spending (remember to overestimate then under)

Packaging: LO-Lot

Then Click Save

Graphical user interface, text, application

Description automatically generated

The amount will appear in a shopping cart in top right corner of Screen. Click on the shopping car

Graphical user interface, application

Description automatically generated

Click on Checkout

Graphical user interface, application

Description automatically generated

You will then come to this page where you will need to fill out the information under “Draft” before it will allow you to proceed to assign cart.

Fiscal Year: current fiscal year

Campus Code: N

Chart: N- NEO A&M College

Fund: Department Fund #

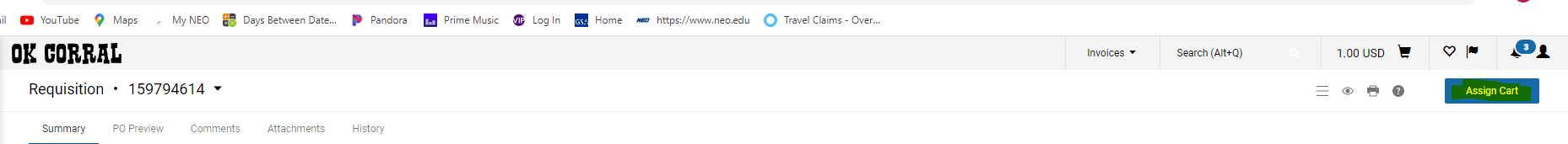
Commodity: office supplies, lodging, repairs, contractual, etc

Account: Account # you want the purchase to come out of

Graphical user interface, text, application

Description automatically generated

Once you have completed the “required” questions it will allow you to Assign Cart



Click Search to find the name of the person you are assigning the cart to

Graphical user interface, text, website

Description automatically generated

Type the persons last name or fist name and hit search

Graphical user interface, application

Description automatically generated

Once you see the person’s name click the + under action

A picture containing table

Description automatically generated

Then click Assign

Graphical user interface, text, application

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The cart will then be assigned to the designated person to submitt charges for approval.

Graphical user interface, application

Description automatically generated

CREATING THE PO MUST BE DONE PRIOR TO ANY CHARGES BEING CHARGED ON THE P-CARD