OK Corral P-Card Cart Instructions

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



OK Corral Home Screen

Click on Non-catalog cart



Enter Supplier: Bank of America



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



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



Click on Checkout



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



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



Type the persons last name or fist name and hit search



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



Then click Assign



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



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