

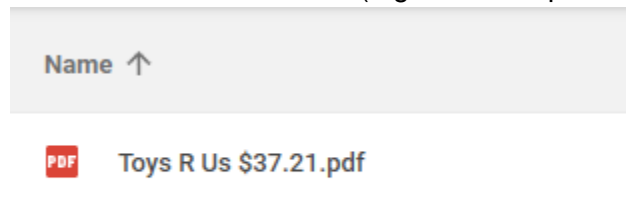
# File Folder Protocol and Saving

## File Folder Protocol

1. Only save receipts to your department folder and your personal folder, unless otherwise authorized
2. It is recommended that you create a new yearly folder within your personal folder each school year (e.g. 2017-2018, 2018-19, etc.)



3. Please save receipt with the the company name and dollar amount at minimum. You can add additional info. if desired. (e.g. Office Depot \$25, Toys R Us-\$35.21, etc.)

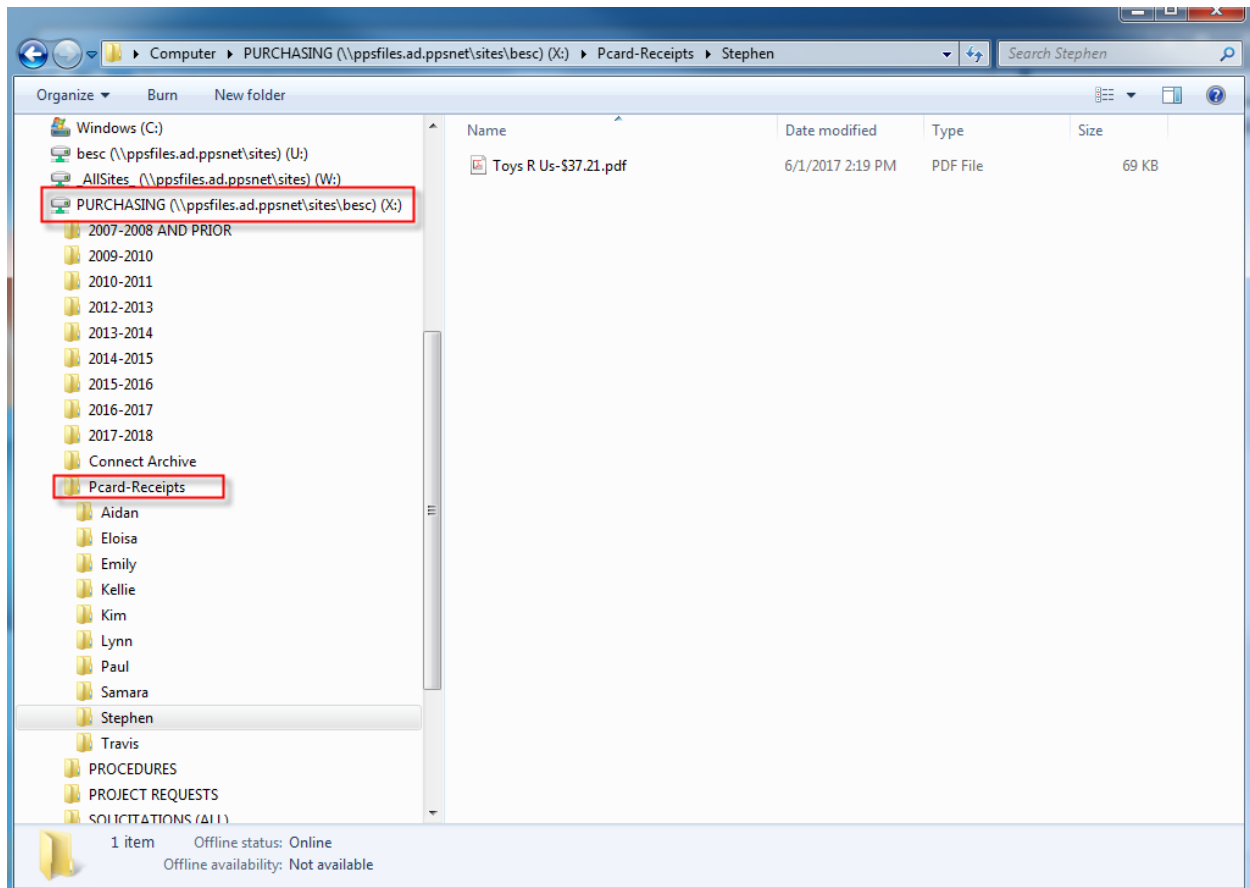


4. If you move to a new department, do not continue to save to your old file, create a new file under your new department. If you need assistance, please send an email to [pcard@pps.net](mailto:pcard@pps.net)

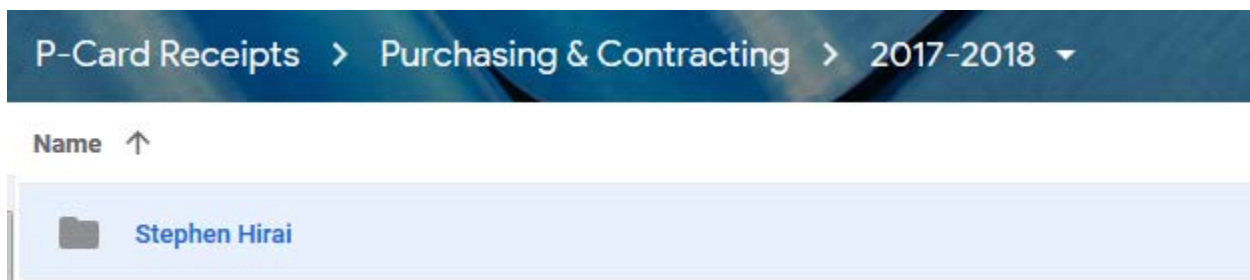
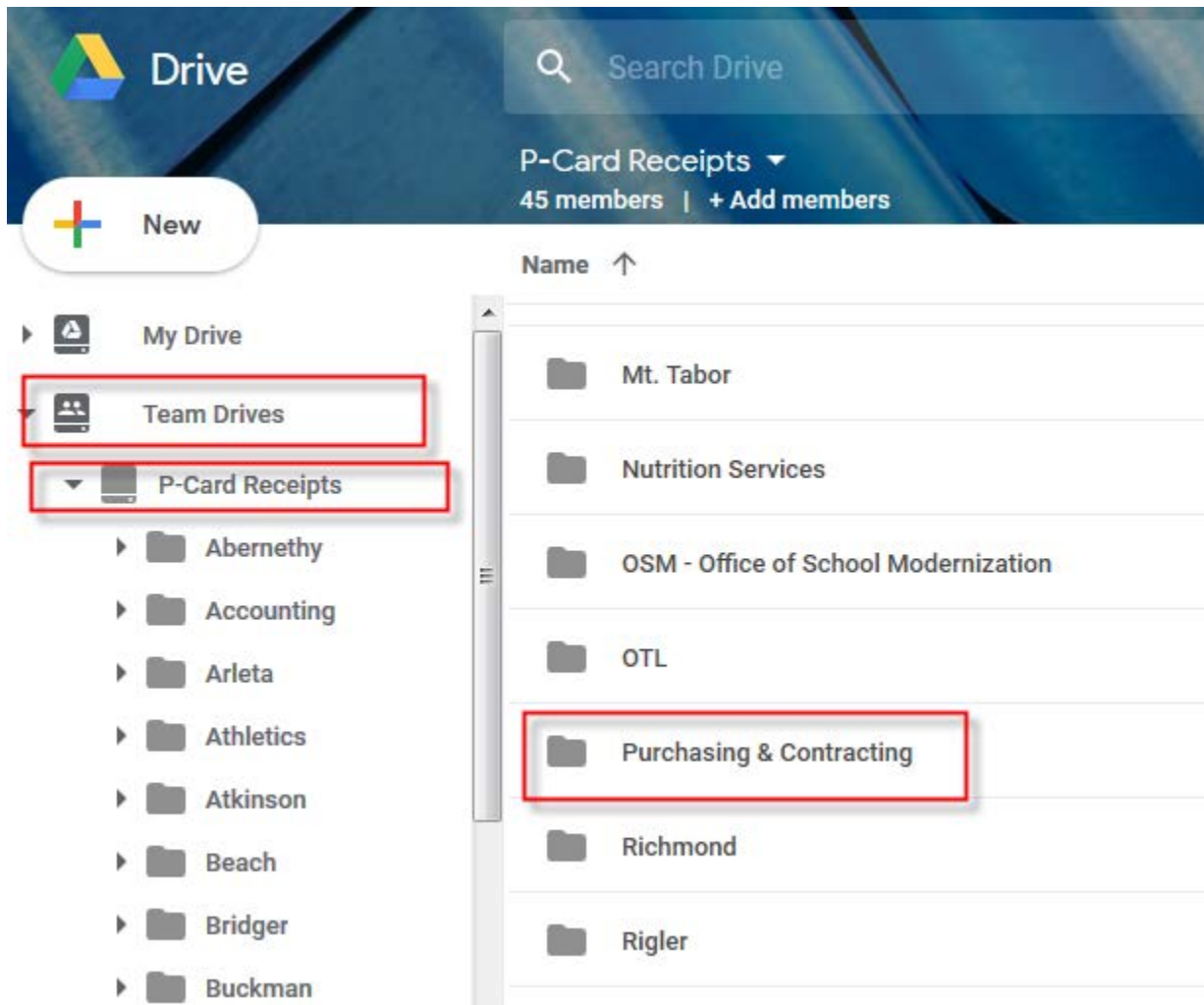
## Saving to the Team Drive

Once you have completed normal Works reconciliation, drag the receipt from the folder you were saving your receipt in on your computer to your Department Team Drive folder.

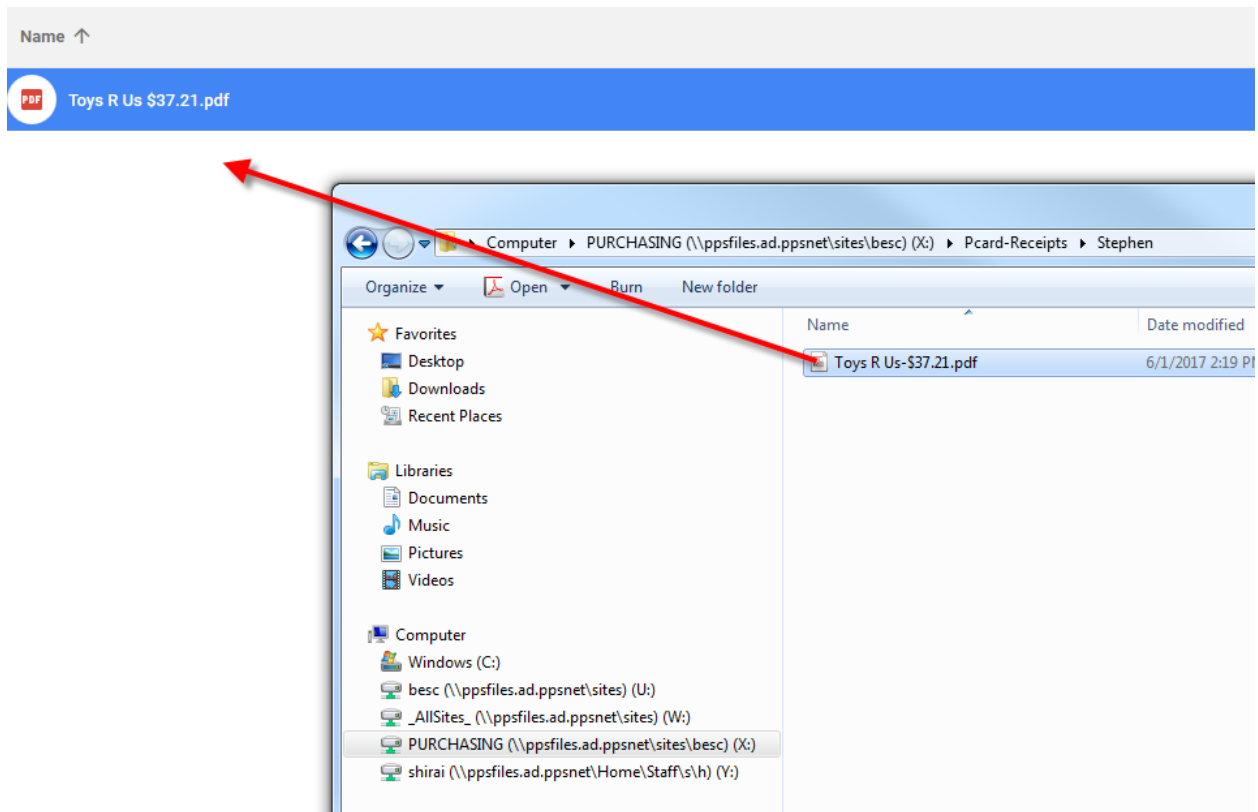
1. Save your files to your X:drive, Y:drive, or Documents folder with the name "Pcard-Receipts"



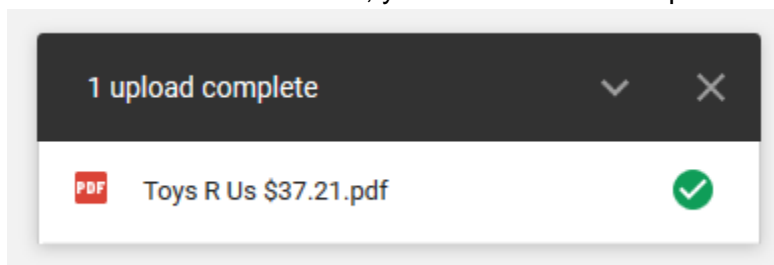
2. Open your department's Google Team Drive folder, then your personal folder.



3. Drag the file from your computer saved folder, into your Google receipt folder. Make sure you are able to see both the Google Drive screen and your folder screen.



3. Once it has been moved, you will receive a complete notice



The transfer to Google Drive will be your last step in reconciliation. This can be done immediately after reconciling or can be done in bulk at the end of the month.