

CORPORATE CREDIT CARD WORKFLOW

[Guide for Certifying Officer]



Request for the use of Corporate Credit Card without Purchase Order (PO) will be routed to Certifying Officer (CO) for review and certification



IMPORTANT: By approving a request, as a CO, you are confirming the proper utilization of resources and funds availability, in accordance with the purpose for which those resources were approved and the principle of efficiency, effectiveness, and the Financial Regulations and Rules.

Receive Request

CO will receive requests via
(a) Email and
(b) Notification on MsTeams (Activity tab)

On the body of the email/notification CO will find:

- Summary of request for a quick view
- Link to the attachment
- Link to the Sharepoint

Approvals

Approval request details

Dear [REDACTED],

This message is being sent to inform you that the below request has been assigned to you for review and approval.

Requester name: [REDACTED]
Division/Section : FRMS
Vendor Name : XYZ-TEST
Description of product/Service : XYZ -TEST
Estimated Amount : 2000
Currency : EUR
Coding Block: 10UNA/11526
GL Account No: 77003510

Attachments:
[Invoice-XYZ-TEST \[REDACTED\].pdf](#)

Kindly view the request detail via this [Link](#)

Comments

Add your comments here

More actions

Reject

Approve

FINANCIAL RESOURCES MANAGEMENT SECTION [FRMS]

Approve

CO can approve request by clicking

Approve

"Approve" option is available on both email and notification on MsTeams.

CO can approve from their mobile phones provided they have MsTeams and Outlook installed.

CO is requested to give due consideration to details before approving because once approved:

- The request is locked and Requester can no longer make any changes to the request.
- iNeed is created and routed to Finance Team for review and processing.
- If any changes are needed after approval, Requesting office should contact Finance Team and provide iNeed SR ID.

Reject

CO can reject the request by clicking

Reject

"Reject" option is available on both email and notification on MsTeams.

CO has read only access, so if the details entered (e.g. amount, vendor name etc.) by Requester are not correct then CO will have to reject the request.

Once rejected, system generates email to Requester to notify her/him to submit new request.

FINANCIAL RESOURCES MANAGEMENT SECTION [FRMS]

MsTeams Approval

CO can access and track the status of request on MsTeams Approval app;

1. Click on the three horizontal dots on MsTeams
2. Click on the Approvals

This will display the list with status "Requested" "Approved" and "Rejected". CO can click the request to view its details.

Find an app

Recent 2

Approvals

Excel

Word

PowerPoint

Power BI

Shifts

Tasks by Planner an...

OneNote

Wiki

Stream

Help

Power Automate

Approvals

Received

Sent

Approvals

Adobe Sign

DocuSign

Approvals

Priority

Request title

Status

Request for use of Corporate Credit Card

Requested

Request for use of Corporate Credit Card

Rejected

Request for use of Corporate Credit Card

Approved

Request for use of Corporate Credit Card

Requested

Request for use of Corporate Credit Card

Requested

Request for use of Corporate Credit Card

Requested

Request for use of Corporate Credit Card

Requested

FINANCIAL RESOURCES MANAGEMENT SECTION [FRMS]

SharePoint

CO can track and access the SharePoint by clicking the "Link" received when request was submitted.

Kindly view the request detail via this [Link](#)

SharePoint

Home

Conversations

Documents

Shared with us

Notebook

Pages

Site contents

Recycle bin

Edit

Edit all

ESCAP-FRM... > Corporate ...

Credit Card Form *

Division/ Section

FRMS

Other Division

Enter value here

Vendor

ABC_Test4

Description

ABC_Test4

Justification

ABC_Test4

Fiscal Year

Enter value here

Please click here to display the list of request

Details of the request submitted.

SharePoint

Search this list

ESCAP-FRMS-FOU

Share

Export

Automate

Integrate

Corporate Credit Card

ID

Credit Card Form

Status

Division/ Section

Vendor

Estimated Amo...

Cu

317

Kanyaporn THITITHAMAKUN

RO Approved

FRMS

TREILO TEST 1 WITHOUT PO

60

USD

332

Krishna LACOL

Waiting for RO

FRMS

ABC_test 3 (15 Dec)

1,500

GBP

FINANCIAL RESOURCES MANAGEMENT SECTION [FRMS]

