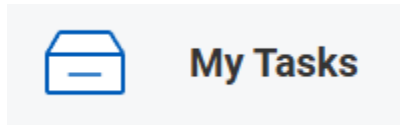
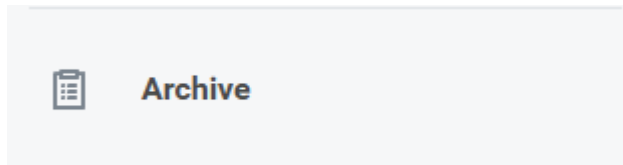


## How to check the Approval Status of your JPMC P-Card Transaction

1. Login to Workday
2. Go to My Tasks (left hand margin)



3. Select Archive



4. Click on the Process tab and it will show you the approval business process for the transaction.

Note: If the P-Card verification is linked to a purchase order, the verification will only route to the P-Card manager for review/approval. All other approvals have already been satisfied by the requisition/purchase order approval process in Workday

Process History 6 items

Process	Step	Status	Completed On	Due Date	Person (Up to 5)	All Persons	Comment
Procurement Card Transaction Verification Event	Procurement Card Transaction Verification Event	Step Completed	11/24/2025 04:25:45 PM	12/01/2025	[REDACTED]	1	
Procurement Card Transaction Verification Event	Approval by Manager	Approved	11/25/2025 08:49:22 AM	11/26/2025	[REDACTED]	1	
Procurement Card Transaction Verification Event	Approval by Project Manager (All)	Not Required		12/01/2025		0	
Procurement Card Transaction Verification Event	Approval by Grant Manager (All)	Not Required		12/01/2025		0	
Procurement Card Transaction Verification Event	Approval by Cost Center Manager (All)	Not Required		12/01/2025		0	
Procurement Card Transaction Verification Event	Approval by Pcard Program Manager	Approved	11/25/2025 09:47:58 AM	11/27/2025	[REDACTED]	1	