

****ELECTRONIC TRANSACTION DETAIL REPORT SUBMISSION GUIDELINES****

Please follow the guidelines below so that we can process your end of cycle report:

- 1) Report must be in adobe PDF format.
- 2) When sending multiple reports, each report must be sent as an individual attachment. Emails may contain multiple attachments.
- 3) Each attachment must be named as indicated below:

Last Name First Initial Month Year

Ex. John Smith February 2012 should be named as SMITHJFEB12.pdf

Scan and email to pcard@drexel.edu