Finding card transactions that have not yet been verified

To determine if a cardholder that you have access to has card transactions that have not yet been verified, you can follow these steps:

1. Using an IE Procurement Card responsibility (ex. USA IE Procurement Card), navigate to the **IE Home Page.**

2. On the Home Page, click on the Card Transactions tab.

3. The Unused Transactions screen will display. Using the drop down arrow, select a cardholder for whom you wish to determine if they have transactions that have not yet been verified.

4. If the cardholder you select has transactions that have not yet been verified, the screen will display those transactions.