



Lewis & Clark College Purchasing Card Training

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Purchase Card Support Team

▶ Program Administrators

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QUICK TIPS FOR WORKS?

- ▶ Please Bookmark the URL: <http://bankofamerica.com/worksonline>
- ▶ Use the Firefox or Chrome Browsers- Other browsers will not have full functionality
- ▶ A portion of the annual rebate is credited back to the departments based on the amount of spend - CHECK WITH ALL YOUR VENDORS TO SEE IF THEY ACCEPT CREDIT CARDS AND PAY INVOICES WITH YOUR PURCHASE CARDS.
- ▶ See Website at Business Office > Purchasing/Procurement> Purchase Card Program for forms, screenshots and additional information
- ▶ P Card Purchases will be entered as a journal entry (JE) in your budget with the last 4 digits of a P Card and the Vendor. (example: 5251-Vendor Name)
- ▶ Sign off on all transactions on a weekly basis.
- ▶ Use weekly email of pending transactions simply as a reminder. Data is seven days old and you may have already signed off on these transactions.

Why Use the L&C Purchasing Card

- ▶ 1.4+% Rebate on all P-Card purchases
- ▶ Makes it unnecessary for employees to charge travel expenses against their personal credit cards
- ▶ Reduces paperwork for check requests, reimbursements, and check processing for the departments and the business office
- ▶ Provides ability to see and reconcile posted transactions 24/7 from anywhere you have web access
- ▶ Enables vendors to be paid more quickly

Timeline

- ▶ Transactions signed off by BOTH the cardholder and manager will be uploaded to the allocated GL account each week.
- ▶ Any transactions not signed off by both the cardholder and manager will be uploaded to a new GL account “Unallocated P Card Expense” - Object Code 6298. These will be reversed the following week if sign offs are complete.
- ▶ All transactions should be signed off on a weekly basis but no later than the 10th of the following month.
- ▶ Online billing statement links will be emailed on the 3rd of each month. These reports are for your information only.
- ▶ Failure to submit sign off on transactions and upload receipts in a timely manner may result in your Purchasing Card being suspended or cancelled.
- ▶ NOTE: If Faculty/Staff have past due fines, P Card privileges will be suspended after the 2nd notice is sent.

STEPS TO SIGNING OFF A TRANSACTION FOR THE CARD HOLDER

1. Log into Works - <http://bankofamerica.com/worksonline>
2. Click on Sign Off Pending Transactions from the home page
3. Open transaction drop down menu by hovering over the transaction number
4. Click on Allocate / Edit to update the GL number
5. Click on Mark Receipt Status and enter Business Purpose to indicate if you have a receipt and enter the Business Purpose in the receipt comments.
6. Click Manage Receipts to Upload receipts. Click Add, New Receipt and browse to find the file. No receipt date or description is necessary.
7. After Allocation, receipt and business purpose are entered, sign off either using the drop down menu for each transaction, or by placing check marks next to all the completed transactions and clicking Sign Off at the bottom of the page.

Electronic Receipt Management

- Only receipts over \$50 must be uploaded and originals should not be sent to the Business Office. Receipts between \$25 and \$50 must be kept in department files for three years.
- Electronic receipts must be in .pdf, .jpg, .png, .gif or .jpeg format
- Many phone apps are available to “scan” receipts. Some apps used by other LC cardholders include Scannable, Scanbot or Fast Scanner. Pictures taken with phones also work well.
- Receipts included in the body of an email can be printed to “pdf” and saved
- Use a naming convention that makes it easy to match the receipt with the transactions. Example: 2016.01.21 Portland Water \$2,357.35
- If a receipt is lost or missing, complete and scan a [Lost Receipt Form](#)

STEPS TO SIGNING OFF A TRANSACTION FOR THE DEPARTMENTAL APPROVER

1. Log into Works - <http://bankofamerica.com/worksonline>
2. Click on Sign Off Transactions to be approved from the home page
3. Open transaction drop down menu by hovering over the transaction number
4. Click on View Full Details to verify the GL number, Receipt status and Business Purpose and view receipts. All receipts over \$50 should be uploaded.
5. If everything is correct, click Sign Off
6. If changes need to be made, click Flag Transaction and indicate what information needs to be corrected or added. Flagging a transaction will send it back to the account holder's flagged transaction queue to be corrected and signed off again. They will NOT receive an email notification of the flag.
7. Step-by-step instructions can be found on the website

LOST OR STOLEN CARD

- ▶ Report fraud or a lost or stolen card immediately by contacting Bank of America at 1-888-449-2273 (24/7/365).
ADD THIS NUMBER TO YOUR CELL PHONE
- ▶ Notify the Business Office after you have reported the card status to Bank of America. Contact Moira Domann or Steve Kirkwood.

A FEW FINAL THOUGHTS

- ▶ CHECK WITH ALL YOUR VENDORS TO SEE IF THEY ACCEPT CREDIT CARDS AND PAY INVOICES WITH YOUR PURCHASE CARDS
- ▶ Your credit limit balance depends upon the monthly approval of the cardholder and the manager.
- ▶ The sooner transactions are signed off, the sooner they will be uploaded to your budget. Please sign off each week.
- ▶ The card is a privilege and must be managed responsibly. Never use the card for personal expenses.
- ▶ Call Moira or Steve if you need assistance with new GL numbers, password resets or general questions.