



Works

Works is the internet-based platform supplied by the Bank of America. P-card transactions feed into Works, which enables users to approve, reconcile and oversee spending. The University has developed a hierarchy of groups and roles in the system. Each group in the hierarchy must have an owner, one or more cardholders, approvers, and accountants. The setup allows Works to route purchases through a predefined workflow. In general, once a purchase is made and posts to Works, the transaction routes to the cardholder, the approver and then the accountant for review and sign off.

Works Role Eligibility and Responsibility

Cardholder

- Cardholder is an authorized purchasing agent for the University.
- Being issued a P-card does not imply prior approval of all purchases. The cardholder must follow applicable University policies and procedures, departmental procedures, and any departmental pre-approvals.
- Must be full-time, permanent University employee (except for head coaches) designated by the Vice President, Dean, or Department Head to execute purchases.
- Accept responsibility for ensuring unallowable, prohibited, or restricted items are not purchased.
- Ensure appropriate documentation, including the original receipt is received and maintained for each purchase.
- Must not purchase from friends or family, from a company owned by any University employee, or from companies where the cardholder has a financial interest.
- Must not accept gifts or gratuities from any merchant when offered, or appears to be offered, to influence the cardholder's decision regarding a purchase.
- Must protect the P-card and its number. The cardholder is the only person authorized to make purchases with the card or its 16-digit number.
- Contact Bank of America and email the P-card Administrator if the card is compromised or stolen.

Transaction Processing in Works

- Review and sign off transactions in a timely manner.
- You will be emailed daily of outstanding transactions or flagged items.
- Verify transactions are legitimate and in compliance with policy and procedures.
- Enter a description and business purpose in the description field. Enter the fund and account number. Upload itemized receipts for all transactions. This also includes all required documentation for travel expenses.
- At the end of each billing cycle, reconcile receipts and supporting documentation with transactions in Works.



Approver

- Full-time, permanent University employee designated by the Vice President, Dean, or Department Head.
- Should have knowledge of what an appropriate, reasonable, necessary, and legitimate transaction for the cardholder and department should be.
- Should review cardholder transactions and question any purchase for which the business purpose is unclear and notify administration of any purchase appearing to be questionable.
- Report violations to the cardholder, department administration, and the P-card Administrator. Discussions should be documented, and materials attached to the receipt. Failure to do so may result in disciplinary action up to and including termination of employment.
- Update fund and/or account in Works, if needed.
- Sign off on the cardholder's transactions in Works. Approver may not sign off on his/her own transactions. Each transaction must be signed off by three different individuals.
- You will receive an email daily of any pending transactions for approval.

Accountant

- Full-time, permanent University employee designated by the Vice President, Dean, or Department Head.
- Reviews transactions for compliance with policy and procedures.
- Questions any purchase for which the business purpose is unclear and notifies administration of any purchase appearing to be questionable.
- Reports violations to the cardholder, approver, Comptroller, and VP of Fiscal Affairs.
- Reconciles transactions in Works to the corresponding receipts and supporting documentation and ensures the fund and accounts are correct.
- Sign off on the cardholder's transactions in Works.



Reconciliation

Receipt Requirements

The cardholder is responsible for obtaining original receipts, packing slips, and other required documentation from the merchant to support each purchase. Receipts should include:

- Date
- Merchant Name
- Itemized list of purchases
- Itemized pricing
- Total, including shipping and handling.

Original packing lists and any other shipping documentation should be maintained with the official receipt.

Lost Receipts

If a receipt has been lost, the cardholder must contact the merchant and request a duplicate receipt. If a purchase was made online, the cardholder may be able to obtain a receipt from an order history or order status tab on the merchant's website. If the merchant cannot provide a duplicate receipt, the cardholder can complete the Missing Receipt form. Repeated loss of receipts may be grounds for disciplinary action or cancellation of the P-card.

Billing Cycle

Billing cycle dates usually run from the 11th of the month to the 10th of the following month. If the 10th falls on a weekend or a holiday, the billing cycle ends on the previous business day.

Transactions made near the end of the billing cycle may not be posted until the next billing cycle.

Reconciliation Process

The bank receives transactions daily and routes them electronically through the Works system to the cardholder, approver, and accountant. Cardholders must reconcile receipts and other required documentation within Works. Reconciliation is required at billing cycle end, but should be completed as transactions are received. Transactions must be signed off by both the account holder and approver no later than five calendar days after the end of a billing cycle.