PROCURMENT CARD

POLICY

&

PROCEDURES MANUAL

Bank of America

PCC Purchasing & Contracts Office
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1.0 PCC Procurement Card Program

1.1 Introduction

Welcome to the Pitt Community College (PCC) Procurement Card (P-Card) Program. The P-Card is a payment tool, which offers an expansion of the existing PCC procurement processes. The card will allow departments to make certain transactions without having to submit a requisition for the issuance of a purchase order. Having a P-Card is a privilege that comes with responsibilities.

The P-Card is intended to be used by authorized staff for authorized purchases. It is NOT authorization to extend departments purchasing ability to acquire items previously not authorized by policy or procedure. Purchasing and Accounts Payable will be auditing the PCC VISA P-Card transactions and will report and take appropriate action on any discrepancies or misuse. The manual will serve as your guideline when using your P-Card. Whenever in doubt; always call the PCC Purchasing office. We are here to assist and to ensure the success of the P-Card Program.

PCC Campus Police and/or the State Bureau of Investigation may investigate abuse of the Visa P-Card.

Under no circumstances should the Visa P-Card be used for personal purchases. It may not be used for personal benefit or gain such as the receipt of vendor rebates, coupons, or customer rewards.

1.2 Applying for an Individual P-Card

- All College employees, excluding temporary employees, designated by their immediate supervisor, may be permitted to apply for a P-Card. A requesting email from the immediate supervisor should be sent to the P-Card Administrator.

- The P-Card Administrator will return an application to the prospective cardholder.

- Prospective cardholder must review the online copy of the P-Card Procedures Manual and understand the requirements for the P-Card’s use.

- Application must have appropriate signatures. Completed applications are to be sent to the PCC P-Card Administrator for processing. Make sure the supply budget code and the requester’s Colleague ID are on the application.

- The PCC P-Card Administrator will notify the prospective cardholder when the card has been received to set up training. The P-Card is received after training and passing quiz.

- The Director of Human Resources will notify the Chief Financial Officer of any faculty or staff person that has been placed on probation and would therefore be ineligible for a P-Card. The Chief Financial Officer will notify the PCC P-Card Administrator.

- The PCC P-Card is not tied to an individual's personal credit line.
1.3 Applying for a Departmental P-Card

A Departmental P-Card is a card issued in the **name of the department** rather than the name of an individual. The card can be used for persons within the department when there is not a need for an individual P-Card. This can be helpful in cases where employees make charges locally.

The card must be secured and kept track of within the department. A designated P-Card coordinator must be assigned who will be responsible for the card. The department must develop an internal policy to ensure the security of the card. The card is to be signed out and signed back in with the coordinator on the same day. Authorized members of the department who have been granted permission by the P-Card Administrator can use the Departmental P-Card. The coordinator is responsible for the monthly reconciliation process.

Once the need and eligibility is determined at the Dean level or above, **the following actions are taken:**

- A requesting email should be sent to the P-Card Administrator (phardee@email.pittcc.edu) from the Dean naming the Departmental P-Card coordinator and individuals authorized to use the card.

- The P-Card Administrator will return an application to the P-Card coordinator. The coordinator must review the online P-Card Policy and Procedures Manual and understand the requirements of the Departmental P-Card.

- The P-card coordinator will be notified when the card has arrived to set up training.

- Authorized members must go through training prior to use of card. Card users must have a PCC employee ID to show at time of purchase, as the back of the card will have “PCC ID required” in the signature space.
1.4 Training

All cardholders are required to attend a training session on the use of the card. The session may vary depending on the cardholder's previous experience with the State of North Carolina and Pitt Community College purchasing procedures.

The PCC P-Card Administrator may require additional training sessions if an audit reveals that unauthorized purchases have been made.

1.5 PCC Purchasing Card Contacts

Pat Hardee, Purchasing & Contracts P-Card Administrator
phardee@email.pittcc.edu  ext.7685

Jane Alligood, Director of Purchasing & Contracts
jalligood@email.pittcc.edu  ext.7641

Sandy Richardson, Purchasing & Contracts Technician
srichardson@email.pittcc.edu  ext.7279

Please use PCCPUR@email.pittcc.edu when emailing the Purchasing staff for general questions.

If you have a problem with a charge not being accepted, please contact Purchasing.

1.6 Bank of America

To report a lost or stolen card, dispute a charge, or to contact customer service the Bank of America number is 1-888-449-2273. If needed, the Bank of America Dispute Form is located at http://www.pittcc.edu/experience-pcc/administrative-departments/purchasing/BOA-dispute-form.pdf. Purchasing should be made aware of any lost or stolen cards, or disputes.

1.7 Cardholder Separation from Pitt Community College

Upon leaving the employment of Pitt Community College, the cardholder will return the P-Card to the PCC P-Card Administrator. The P-Card transaction log
should be signed by the supervisor and turned in to the PCC P-Card Administrator. The Director of Purchasing will not sign the Pitt Community College checkout list until this has been done. The PCC P-Card Administrator will work with cardholder's department to assure that any changes in personnel will not disrupt the purchase of goods.

1.8 Definitions

PCC VISA P-Card: PCC VISA Procurement Card.

PCC VISA P-Card Administrator: The designated employee who will oversee and coordinate the program for the entire college. At the time of this publishing, the Director of Purchasing oversees the program.

HUB: Historically Underutilized Business Vendor: A "preferred supplier" that Purchasing at Pitt Community College has authorized the cardholder to use in accordance with purchasing policies.

Cardholder: A faculty or staff person who has been issued a P-Card and is authorized by the college to make purchases for the college in accordance to Pitt Community College purchasing guidelines.

Supervisor/Account Manager: The person responsible for approving the cardholder's purchases. This person may or may not be the cardholder.

Statement of Account: The monthly listing of all items purchased on a specific PCC VISA P-Card. This statement must be reconciled with the P-Card Transaction Log.

Single Purchase Limit: The dollar amount allowed for each individual transaction.

1.9 HUB Reporting

Bank of America will furnish Pitt Community College a quarterly report of HUB (Historically Underutilized Businesses) vendors. HUB vendors are vendors classified as minority, women, and disadvantaged owners of businesses. HUB participation is encouraged. The site to check for HUB vendors is located at https://www.ips.state.nc.us/vendor/searchvendor.aspx?t=h.
2.0 PCC P-Card Policies and Procedures

2.1 Transaction Amount Limit

- Purchases $2,499.99 and under per single purchase transaction including current NC sales tax and applicable freight.

- Splitting transactions in order to remain within the purchase limit per transaction is prohibited and doing so may result in loss of P-Card privileges and/or disciplinary action.

- Each conference registration is considered an individual transaction; registering multiple conference attendees is not considered a split transaction.

2.2 Secure your P-Card

Keep your P-Card and related papers in a secure place. Please do not email or fax your P-Card account number. Cardholders should periodically monitor their transaction charges for vendor errors and fraudulent charges. Contact Purchasing immediately if a problem arises.

2.3 Automatic renewal of card

Once you receive your P-Card, nothing else is required of you. The card will automatically be renewed and sent to Purchasing. The cardholder will be notified to come to Purchasing and pick up his/her P-Card. The old card should be turned in and will be shredded.

2.4 Inactive card accounts

To protect the security of the P-Card program, any card that has NOT been used for twelve (12) months is subject to cancellation. The cardholder will be contacted to see if any exceptions should be made.
2.5 Card Restrictions

- ONLY the named cardholder should use the P-Card.
  - Exceptions are when Administrative Assistants do Departmental ordering online or by phone.
  - If there is interest in a Departmental Card, please call the P-Card Administrator for details and instructions.

- All card transactions must adhere to the state and college purchasing guidelines.

- No travel charges are allowed except conference registrations and approved travel involving STUDENTS.

- Giving your card or number to another person, or using another’s card may result in disciplinary action. When necessary, you may have someone else pick up the item(s) from the vendor; however, this person is not authorized to sign the credit card slip. The purchase can be paid for over the phone prior to pick-up.

- All purchases must follow P-Card policies and procedures, and must use proper funds. Some funds are restrictive and may not allow certain item(s) to be purchased. Examples that state funds will not purchase are pictures, decorations, desk lamps, refreshments, and personal appliances. Grant funds must adhere to all Contracts, Grants, and other agency guidelines. It is the cardholder’s responsibility to be aware of the rules and guidelines.

- To make a change on the monthly limit amount on your card, a P-Card Maintenance Form located at [http://www.pitcc.edu/experience-pcc/administrative-departments/purchasing/Pcard-Maintenance-Form.pdf](http://www.pitcc.edu/experience-pcc/administrative-departments/purchasing/Pcard-Maintenance-Form.pdf) should be filled out and forwarded to Purchasing.

- It is the responsibility of the cardholder to make purchases from legitimate vendors. When possible, purchases should be made from State Contracts found at [http://www.pandc.nc.gov/keywordListing.aspx](http://www.pandc.nc.gov/keywordListing.aspx).

- If the item isn’t offered on state contract the Debarred List of vendors should be checked to make sure you aren’t making a purchase from a
vendor on the list. The Debarred List of vendors is at 

2.6 Authorized Transactions

- Purchases $2,499.99 or less per single purchase transaction including current NC sales tax and applicable freight
- Memberships (Institutional, not Individual) and organization dues
- Subscriptions
- Training and Conference Registrations
- Publications
- Advertising
- Certifications
- Office and Lab Supplies
- Minor equipment with individual item less than $800.00 including tax and shipping. Need prior approval from Purchasing for purchase of minor equipment.
- Software (no Adobe software), Accessories and Peripherals
- Maintenance Contracts
- Student Group Travel

***Important Note***

Documentation that Registration fee will be paid with P-Card must be included with travel petition. Travel should be approved prior to registration fee being paid with P-Card. Purchasing will not be responsible for verifying. It is the responsibility of the cardholder to ensure this happens.
2.7 Restricted Transactions

- NO purchases for personal use
- NO purchases over designated spending limits
- NO weapons
- NO controlled substances (Drugs, Alcohol, Fireworks)
- NO payments to individuals, consultants, or employees
- NO employee travel, such as lodging, food/meals, gas, trip protection/insurance, seat charges/upgrades, early check-in, taxis, tours, additional functions, or airfare.
- NO rental cars. Check with Facilities Services for all vehicle rental needs.
- NO gasoline for a personally owned vehicle, rented vehicle, or PCC vehicle. Contact Nicole Blackshear in Facilities Services regarding a PCC gas card.
- NO entertainment
- NO cash advances
- NO gift cards, incentives or prize purchases for employees
- NO purchases using someone else’s funds without prior approval
- NO computers or laptops
- NO equipment with unit cost exceeding $800.00
- NO printing orders unless with prior approval of PCC Copy Center and PCC Institutional Advancement (because of usage of logo)
- NO furniture
- NO Adobe (software or related) purchases. These requests are to be made through the E-Procurement system. Quotes should be obtained by contacting PCC Helpdesk.
- NO space heaters or fans
- NO copy paper unless unable to obtain from Copy Center
- NO purchases outside of the United States
2.8 Purchasing Flexibility

North Carolina General Statute 115D governs the purchasing policies and procedures that Pitt Community College Purchasing must adhere to when processing requests for goods and/or services.

G.S. 115D-58.14 - Purchasing Flexibility

Community colleges may purchase supplies, equipment, and materials from noncertified sources that are available under State term contracts, subject to the following conditions:

- The **purchase price**, including the cost of delivery, is less than the cost under the State term contract; and
- The cost of the purchase shall not exceed the bid value benchmark established under G.S. 143-53.1; and
- **The items are the same or substantially similar** in quality, service, and performance as items available under State term contracts.

Substantially similar is defined as having comparable, but not identical characteristics in terms of quality, service and performance as items available under State term contracts.

Purchasing Flexibility is frequently used when purchasing office supplies. **Documentation** should be with the **P-Card log** showing the price difference when a purchase is not made with Forms and Supply, or any other state contract vendor. **“Purchasing Flexibility”** should be stated under the log Description and the price difference should be shown on the receipt beside the lower prices of the vendor used.
3.0 How to use the PCC P-Card

3.1 Before making the charge

Determine if the P-Card is the appropriate way to make the purchase. Is this a restricted item, or over the transaction limit of $2,499.99?

Verify your P-Card’s available spending limit. This can be done in WORKS, the Bank of America online system. This amount is not a reflection of your available budget.

Before making a purchase, you should determine if the item is available on State Contract (http://www.pandc.nc.gov/keywordListing.aspx). If the item is not on state contract, is the pricing the best you can obtain?

3.2 Using the P-Card

The cardholder will inform the vendor that the goods are to be taxed at the current rate even if the item is sold tax exempt. (PCC is not Tax-Exempt).

Make sure the total amount of the purchase including taxes, shipping, etc., does not exceed the transaction limit of $2,499.99.

The vendor should not charge your P-Card until the merchandise has been shipped. If your transaction appears and you have not received the merchandise, you must call the vendor to check the status of your order.

Cardholders must add detailed description to the Transaction Log for any receipt that is unclear. Details must be added at the time of purchase so anyone can review what was purchased at any time.

The authorized cardholder is responsible for all activity on his/her card.

Notify vendors when placing orders of PCC’s hours of business. Do not forget to include holiday closings and summer hours for deliveries.
When making a purchase always give the following to be included on the outside of the package:

Pitt Community College  
(P-Cardholder Name)  
Visa P-Card (or P-Card Purchase)  
2064 Warren Drive  
Winterville NC, 28590

Under no circumstances should merchandise be received at the cardholder’s residence.

Always ask for an itemized receipt/packing slip to be sent with the purchase. Contacting the vendor to obtain required receipts should be done prior to statement closing date in order to have required documentation when P-Card logs are due. **It is the responsibility of the cardholder to contact the vendor if order is not received, to make sure order is correct, and to contact the vendor with any issues including a correct receipt.** Any returns should have credits applied to the card account, which will usually be on the next billing cycle. A credit is treated as a transaction and will need a credit memo attached to the P-Card Transaction Log.

Making purchases with the P-Card does not change the rules and regulations set forth by Pitt Community College and the State of NC. The P-Card is just another means of payment.

**You must obtain an itemized receipt with pricing for every purchase made. This is a requirement of using the P-Card.**

When making a purchase in person you should follow your department’s internal procedures for determining that a purchase is required and authorized.

Making a purchase of consumables (food, water, coffee, etc.) usually means that a Special Funds account code is being used as State and County funds do not normally allow these purchases. **Make sure you have prior approval of these funds and required signatures on the Transaction Log prior to due date.**
The P-Card may not be used to pay for airfare, bus fare, or train fare unless it is for student travel. NO MEALS and NO HOTEL charges are allowed unless it is for student travel.

3.3 Making a purchase on the internet

When using an online website to make a purchase be sure the website is secure. It should have https:// in the web address, or a closed lock at the bottom of the screen, or it may appear in the URL address. It could also have “green” in the URL indicating safe.

It is always better to call and talk with a representative to see if they offer educational discounts as many times the price(s) are cheaper.

4.0 Compliance

4.1 Misuse of a P-Card

The issuance of a P-card for the purchase of goods is a privilege that ceases upon separation from Pitt Community College.

PCC Purchasing reserves the right to revoke and cancel any credit card(s) for failure to comply with policies and procedures set forth in the P-card program.

PCC Purchasing also reserves the right to evaluate any violation(s) and may allow an explanation of violation(s) from the department, which may be used as a factor to continue card privileges, or not.

PCC Purchasing has the right to take appropriate action as deemed necessary.

4.2 P-Card suspension or termination

Fraudulent or deliberate misuse of the P-card, including using the P-card to make personal purchases even if you intend to reimburse PCC or the use of the card for unauthorized purchases may be cause for immediate cancellation of card privileges. This may result in disciplinary action.
A pattern of violation of PCC Purchasing and P-card policies that have been documented, such as:

- Splitting orders to avoid dollar limitation
- Noncompliance with State contracts and/or Purchasing policies and procedures
- Delinquent Transaction Logs
- Incomplete Transaction Logs/documentation
- Misuse of funds
- Unauthorized charges
- Travel related violations

Cardholders may be required to attend P-card training upon accumulation of three (3) or more violations from any of the categories listed above during a six months’ period. The card may be placed in a hold status until attendance at a class is documented.

Using someone else’s card, or allowing others to use your card, and failing to secure the card are not allowed and may be cause for cancellation.

4.3 Personal use

The P-card is NOT to be used for personal purchases under any circumstances, even if you intend to pay PCC back. *Intentional abuse of the card is cause for immediate cancellation of the card.*

Unintentional use as determined by the P-card Administrator will be handled on a case-by-case basis. Repeated offenses, unintentional or otherwise, is cause for card cancellation.
4.4 Splitting transaction to circumvent transaction limits

This is the total order to a single vendor. The order should not be “split” or divided into multiple smaller dollar purchases to stay under your single, daily, or monthly transaction limits. *This includes having several cardholders within a department pay for a portion of an order.*

4.5 Noncompliance with State Contracts or Purchasing Policies

All State of NC purchasing rules and regulations apply. State Contract items must be purchased through the State Contract vendor.

4.6 Delinquent Statements

Approved Transaction Logs with all documentation and required signatures are to be IN Purchasing by the due date listed on the P-Card Calendar found at [http://www.pittcc.edu/experience-pcc/administrative-departments/purchasing/PCard-calender.pdf](http://www.pittcc.edu/experience-pcc/administrative-departments/purchasing/PCard-calender.pdf).

If the Transaction Log is not received by the due date, the cardholder/reconciler will receive a notice via email.

If the Transaction Log is not received within three business days of the notice, the card will be suspended, and the cardholder, reconciler, and the Supervisor/Department Head will be notified of the suspension.

The P-Card Administrator upon receipt of a written (emailed) explanation may consider extenuating circumstance on a case-by-case basis. Request for an extension must be made prior to due date.
4.7 Offenses for Delinquent statement and documentation

**First Offense**--Immediate reinstatement after receipt of delinquent statement and documentation.

**Second Offense**--Reinstatement 10 business days after receipt of delinquent statement and documentation.

**Third Offense**--Card will not be reinstated for a minimum of 30 days after receipt of delinquent statement and documentation, plus a written memo from the department head explaining the reason for the delays/suspension and steps to prevent it from happening again. Cardholder and reconciler will be required to attend another P-card training class.

The above-mentioned statement offenses will be considered in a six months’ period. If delinquent statements persist, Purchasing reserves the right to cancel or suspend card privileges.

4.8 Incomplete statements and/or documentation

Statements are considered incomplete for any of the following reasons:
- Missing signatures
- Missing invoices/receipts
- Missing prices or descriptions
- Receipt totals that do not match statement total

Every effort is made to give the cardholder opportunity to provide complete information. However, cardholders who do not comply with our request for items/information after two notices will have their card suspended. Once the documentation is provided to Purchasing, the cardholder’s P-Card will be reinstated at the close of that current billing cycle.
4.9 Misuse of funds or use of invalid account codes

The P-Card does not change what you buy, but how you pay for it. The cardholder is responsible for being aware of the rules and guidelines applicable to each account.

4.10 P-Card reinstatement policy

Reinstating a P-Card that has been cancelled due to any compliance issues involves following these objectives:

- Cancellation period is a minimum of 30 days.
- All delinquent Transaction Logs and/or documentation must be turned in to Purchasing.
- The cardholder will be required to re-apply by submitting a new P-card application with approvals. The application must have a memo from the Department Head explaining the steps that have been taken to prevent the situation from happening again.
- Purchasing, the cardholder, or the Department Head may request a meeting if necessary.
- Cardholder and reconciler will be required to attend P-card training.

If, after reinstatement and retraining, the cardholder continues with violations, the account will be closed for a minimum of one (1) year as deemed appropriate by Purchasing.
### 4.11 P-Card Disciplinary Actions (Offenses occurring within a 6 months’ time span)

<table>
<thead>
<tr>
<th>Abuses</th>
<th>Single Occurrence</th>
<th>Second Occurrence</th>
<th>Ongoing Occurrence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Purchases</td>
<td>Cardholder required to reimburse PCC, also action taken up to and including suspension of card.</td>
<td>Suspension of Card for a minimum of 30 days</td>
<td>Permanent suspension of Card</td>
</tr>
<tr>
<td>Split Purchase to avoid $2,499 single purchase limit</td>
<td>Written warning</td>
<td>Temporary suspension of Card, Card will not be reinstated for a minimum of 30 days</td>
<td>Permanent suspension of Card</td>
</tr>
<tr>
<td>Non-Compliance with State Contracts and Purchasing rules and regulations</td>
<td>Written warning</td>
<td>Temporary suspension of Card, Card will not be reinstated for a minimum of 30 days</td>
<td>Permanent suspension of Card</td>
</tr>
<tr>
<td>Delinquent or incomplete Transaction Logs</td>
<td>Reinstatement after receipt of delinquent or incomplete statement</td>
<td>Temporary suspension of Card, Card will not be reinstated for a minimum of 10 business days</td>
<td>Temporary suspension of Card, Card not to be reinstated for a min. of 30 business days plus written memo from Department Head regarding reasons why and steps/prevention</td>
</tr>
<tr>
<td>Misuse of funds</td>
<td>Written warning</td>
<td>Temporary suspension of Card, Card not to be reinstated for a minimum of 10 days</td>
<td>Temporary suspension of Card, Card will not be reinstated for a minimum of 30 business days</td>
</tr>
<tr>
<td>Unauthorized charges</td>
<td>Immediate reinstatement after written justification from Cardholder</td>
<td>Reinstatement 10 business days after receipt of written justification</td>
<td>Card will not be reinstated for a minimum of 30 days after receipt of justification, and/or suspension of Card</td>
</tr>
<tr>
<td>Travel related violations</td>
<td>Written warning</td>
<td>Temporary suspension of Card, Card not to be reinstated for a minimum of 10 days</td>
<td>Temporary suspension of Card, Card will not be reinstated for a minimum of 30 business days</td>
</tr>
</tbody>
</table>
5.0 Reconciliation

5.1 Monthly statement report

The Reports tab in Works allows users to create, review, and schedule reports. The Reports tab and the secondary tabs display in a drop-down menu and allow the user to navigate within Reports.

Steps to creating the Monthly Statement Report:
1. Click on Reports Tab
2. Choose Create
3. Category-Drop down and choose Spend
4. Template-Drop down and select Choose from all available templates
5. Click on Monthly Billing Statement and choose okay
6. Scroll to bottom of page and click on Submit Report
7. On Completed Reports page wait until report is ready under Status
8. Click on xls and Open or Save report

The same procedure can be done when you want a report to check transactions during the month. On step 5 above, just choose Monthly Transactions.

5.2 Reconciliation Procedures

Receipts/invoices must be itemized and must provide the following:
1. Vendor name
2. Description and quantity
3. Unit price
4. Extended price
5. Tax, shipping/freight
6. Total transaction amount
7. Packing slips may be used with itemized information as listed above.

Cardholder is responsible for:
1. Reviewing charges for accuracy
2. Reconciling the statement with itemized receipts, and the receipts have to match the charge on the statement exactly
3. Putting the receipts in the same order as on the statement
4. Tape small receipts on letter size paper
5. Do not cover detailed information with tape
6. Staple receipts to upper left hand corner behind Transaction Log
7. No PAPER CLIPS
8. Acquire appropriate signatures and have in Purchasing by due date

Use the following website to download the excel worksheet for reconciliation: https://payment2.works.com/works/session.

The downloaded worksheet is the "Purchasing Card Transaction Log". For completion, please follow the instructions below:

1. This form should be filled out during the month as purchases are made. At the end of the cycle, transactions may need to be copied and pasted to be in the correct order as shown on the statement.
2. Enter the Cardholder Name, Log Completed By, Statement Date and Department Name.
3. **A separate log must be filled out for State, Special, and/or County funds.** (State begins with 1, Special begins with 0, County begins with 2)
4. Enter the account number. If there is a new account number entered that is not in cardholder’s chart of accounts, please notify Tia Holloman at tholloman@email.pittcc.edu to set up the account. This should be done prior to submission of P-Card Log.
5. Enter the transaction date.
6. Enter the vendor name.
7. Enter a brief description of items purchased (Do not enter “Office Supplies”). If cardholder has purchased food, please state what department or organization, the reason (ex: SACS committee meeting) and the date of the event.
8. Enter the amount of the purchase.
9. The form should be totaled at the bottom.
10. Purchasing will publish a listing of statement download dates and transaction log due dates. Each cardholder is responsible for downloading their monthly statement as well as reconciling it with the transaction log and corresponding receipts.
11. The cardholder must sign and date the log.
12. The supervisor must sign and date the log. If there are other approvals required, such as another department’s budget code, the log should be forwarded to that department for the appropriate signature. Allow extra time if other signatures are needed.

13. All signed logs, with itemized receipts attached, are due to Purchasing as soon as possible, but no later than 5:00 P.M of the published due date. Cardholder should refer to the calendar for dates, which may vary from month to month. If an approver is unavailable to sign, an email should be sent to Purchasing naming the designated person to approve in their stead.

5.3 Missing/lost receipt

If a receipt is not received before a download, or the receipt is lost, then The Procurement Card Receipt Exception Form can be completed and submitted for approval. This form can be found on the PCC Purchasing website: http://www.pittcc.edu/experience-pcc/administrative-departments/purchasing/Pcard-Receipt-Exception-Form.pdf. Once the original receipt is received, it can be forwarded to Purchasing or Accounts Payable depending on which office has the Transaction Log.

Timely reconciliation and responsible purchasing are the only ways to keep a card.

6.0 Works Interface

6.1 Forgotten Login Name or Password Resets in Works

If you forget your Login Name, your P-Card Administrator can send an automated email containing the Login Name.

If you forget your password, click the appropriate link on the Login page. The Forgot Your Password screen displays and prompts you to enter your Login Name. After entering your Login Name and clicking Submit, Works sends you an email with instructions on how to create a new password. However, you must know the answers to your security validation questions to create a new password. If you do not know your security validation answers, your P-Card Administrator can reset your password. This allows you to select new security validation
questions and answers. You are required to change your password the first time you log in to Works when a P-Card Administrator resets your password.

Notes:
Password resets are temporary and active for three days, but if you fail to log in using the temporary password within three days, the password will expire and the Administrator must reset the password for you again.

Security validation answers and usernames are not case sensitive. However, passwords are case sensitive.

6.2 Logging In and Out in Works

To log in to Works, users must enter www.bankofamerica.com/worksonline in their computer’s browser. The first time you log in to Works, the initial Login to Works screen requests the Login Name, Password, and email address associated with your credentials. After the initial login to Works, subsequent logins do not require you to enter an email address, and you may use https://payment2.works.com/works as the web address.

Users may log out of Works from any screen in the application after clicking the Log Out link in the upper-right corner of any screen.

6.3 Security Timeout for Works

For security reasons, Works is designed to time out if the application is open but not active for 15 minutes. This is known as a security timeout. If Works performs a security timeout, you are prompted to enter your login information (Login Name and password) to re-access Works. Note that your last action in Works will be saved and accessible after you enter your login information. A user is allowed six attempts (occurring within a five-minute period) to log into Works. A login attempt fails if the user enters an incorrect Login Name or password on the Login to Works screen. After a user’s login attempt fails five times, a message displays warning the user that another failed attempt will lock the user out of Works. This lockout remains in effect for 30 minutes. After 30 minutes, the user can attempt to log in again. If necessary, Works Customer Service can reset the lock for the user.
6.4 Navigating Works Home Page

The Home page includes Action Items, the Accounts Dashboard, and My Announcements:
▪ Action Items list tasks assigned to you.
▪ Accounts Dashboard lists the accounts you are authorized to use.
▪ My Announcements contains messages or announcements from your P-Card Administrator.

6.5 Accounts Dashboard

The Accounts Dashboard lists the accounts you are authorized to use. Summary information for each account includes Credit Limit, Current Balance, Available Spend, and Available Credit. The credit limit is the total spend (or ceiling) allowed on the account during the month. The current balance is the amount already spent for the month. Available Spend is the monthly amount assigned to the card. The available credit is the calculated total of the credit limit minus the amount of money already spent this month.

Note: The Available Credit amount calculates only posted transactions. If you have outstanding authorizations that have not yet posted to Works, those amounts are not included in this total.

The Reports tab allows users to create, review, and schedule reports. The Reports tab and the secondary tabs display in a drop-down menu and allow the user to navigate within Reports.

Steps to creating the Monthly Statement Report:
1. Click on Reports Tab
2. Choose Create
3. Category-Drop down and choose Spend
4. Template-Drop down and select Choose from all available templates
5. Click on Monthly Billing Statement and choose okay
6. Scroll to bottom of page and click on Submit Report
7. On Completed Reports page wait until report is ready under Status
8. Click on xls and Open or Save report

The same procedure can be done when you want a report to check transactions during the month. On step 5 above, just choose *Monthly Transactions*.

6.6 User’s Guide for Works

For additional help you can access Work’s Training Guides and Training Videos when you log in. They are located at the bottom of the page.