Boston University Purchasing Card



Cardholder Training



Purchasing Card Usage

Authorized Use & Restrictions

- All purchases must be for University business purposes only. Personal use is strictly prohibited. Any violation of this policy will result in disciplinary action, beginning with revocation of card privileges.
- Only the approved cardholder is authorized to use the card and must maintain confidentiality of his or her account information. Sharing the card number only increases the risk of fraud.
- The PCard is NOT to be used for business travel expenses or non-local meeting expense; these expenses must be purchased on the Travel and Business Expense Card.

Spending Limits

- Each cardholder has a specific transaction amount and monthly credit limits. With very few exceptions, the limit per transaction is \$1,000 and the limit for monthly expenditures is \$10,000. The monthly limit may be adjusted by the PCard Program Administrator with the approval of department and unit fiscal managers upon request.
- Asking a vendor to split the purchase of an item into separate transactions (or on multiple days) in order to keep the purchase under the cardholders' single purchase limit is strictly prohibited.



Usage Of the Bank of America Works System

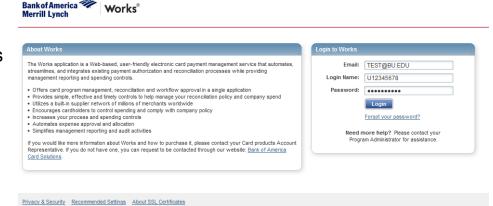
- 1. Logging in
- 2. Allocating or Editing a Transaction
- 3. Managing the Receipt Status of a Transaction
- 4. Split Allocation
- 5. Disputing a Transaction within Works
- 6. Signing Off on a Transaction



Logging in

To Login to the system

- You will receive a welcome email from Works worksnoreply@works.com
- Within the email will be a link to the Works Site
- Your Username will be your UID
- Your Email has already been provided
- You will create your own password
- REMEMBER THEY WILL NOT ASK YOU FOR ANY PERSONAL INFORMATION.



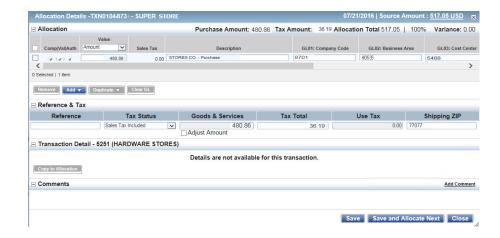
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Allocating or Editing a Transaction

To allocate a transaction, complete the following:

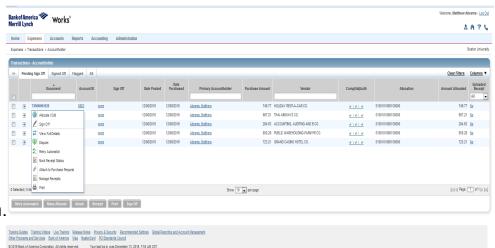
- Click Expenses > Transactions > Accountholder. The
 - Pending Sign Off screen displays.
 - Select the Flagged tab, if needed.
 - From the Signed Off screen, a transaction may be allocated/
 - edited only if it has been flagged.
- Click the desired **Document** number. A menu displays.
- Select Allocate / Edit. The Allocation Details screen displays.
- Complete fields that are required
- Complete one of the following:
 - Click Save. The allocation fields update.
 - Click Save and Allocate Next to save the current edits and





Managing the Receipt Status of a Transaction

- 1. Click Expenses > Transactions > Accountholder.
 - The Pending Sign Off screen displays.
- 2. Select the check box for each
 Document
- 3. Click Receipt. The Receipt screen displays.
- 4. Select the desired receipt status option.
- 5. Enter Comments, as needed.
- 6. Click **OK**.

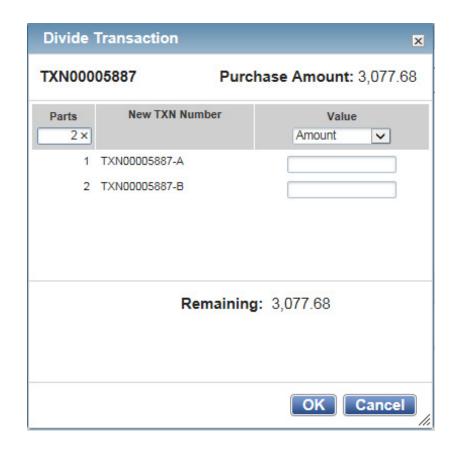




Split Allocation

To divide a transaction, complete the following:

- Click Expenses > Transactions > Accountholder. The
 - Pending Sign Off screen displays.
- Click **Document** of the transaction. A drop-down menu displays.
- Click **Divide**. The Divide Transaction screen displays.
- Enter the number of Parts into which the transaction will be divided. The desired lines display.
- Select a value from the Value drop-down menu.
- Enter the Value amount next to each New TXN Number.
- Click **OK**. A confirmation message displays.



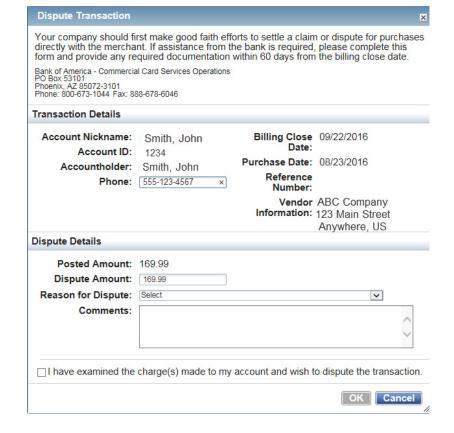


Disputing a Transaction within Works

The process to dispute a Transaction online within the Works site is available or you can call Bank of America Merrill Lynch regaurding the dispute. **Important:** To dispute a transaction that is more than 60 days old, call Bank of America Merrill Lynch at 800-673-1044.

To dispute a transaction within Works, complete the following:

- Click Expenses > Transactions > Accountant. The Pending Sign Off screen displays.
- Click **Document** of the transaction. A drop-down menu displays.
- Click **Dispute**. The Dispute screen displays.
 - In the Dispute Details section, complete the following:
 - Enter the **Dispute Amount**, if needed.
 - Select the Reason for Dispute from the drop-down menu.
 - Enter Comments.
- Select the check box, I have examined the charge(s) made to my account and wish to dispute the transaction. Important: If the check box is not selected, OK does not become activated.
- Click **OK**. A confirmation message displays. **Note:** If the Dispute Submitted column is displayed, the selected transaction displays an **X**.





Signing Off on Transactions

To sign off on one or more transactions, complete the following:

- Click Expenses > Transactions > Accountholder.
- Select the check box for each desired **Document**.
- Click Sign Off. The Confirm Sign Off screen displays.
- Enter Comments, if desired.
- Click **OK**. A confirmation message displays.

Any further questions please contact Pcard@bu.edu

