The University of Oklahoma

HSC PCARD TRAINING
Pcard Team

• Email.
  • Proadmin@ouhsc.edu

• Phone.
  • (405) 325-2811

• Address.
  • 2750 Venture Drive
  • Norman, Oklahoma 73069

• Website.
  • www.ou.edu/purchasing
University Purchasing Methods

• Requisitions/Purchase Orders: Purchasing.
  • Services, rentals, contracts, orders > $5,000, etc.

• Vouchers: Accounts Payable.
  • Employee training, memberships, licenses, food, etc.

• Pcard.
  • Office supplies, furniture, lab supplies, books, etc.
What is a Pcard

• Pcard stands for Procurement or Purchasing Card.

• The Pcard is a purchasing tool for full-time OU employees that provides flexibility in the method of payment for most small dollar ($5,000 or less) departmental purchases.

• Purchases greater than $5,000 are not allowable on the Pcard and are a direct violation of Regent’s Policy.

• Split purchases (multiple purchases to exceed the $5,000 limit) are also prohibited.
Pcard is a Privilege

• Possible consequences of improper usage:
  • Warning sent to Cardholder, Approver and/or Department Head.
  • Card suspension.
  • Retraining of Cardholder.
  • Restricted transaction limits.
  • Card cancellation.
  • Refer to Internal Auditing and Legal Counsel.
Cardholder Responsibilities

• Protect the security of your card.
• Ensure purchases follow the Pcard Guide.
• Obtain documentation for every charge.
• Submit documentation to your department.
• Reconcile and sign off on all transactions.
• Respond to review requests.
• Monitor activity for unusual/unauthorized transactions.
Approver Responsibilities

• Review/Approve applications.

• Sign off on transactions to ensure:
  • Compliance with guidelines and policies.
  • Correct expense allocation.
  • Goods/Services are received and used appropriately.
  • Adequate documentation is obtained and retained for every transaction.
Pcard Team Responsibilities

• Management of the Pcard program.

• Provide support to departments.

• Review Pcard transactions from departments.

• Submit annual review findings to Business Managers/Department Heads.

• Relay review findings to Internal Auditing.
## Application Process

<table>
<thead>
<tr>
<th>Cardholder</th>
<th>Complete application.</th>
<th>Submit to Approver.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approver</td>
<td>Review application.</td>
<td>Submit to Purchasing.</td>
</tr>
<tr>
<td>Purchasing</td>
<td>Review application.</td>
<td>Submit to Bank of America.</td>
</tr>
<tr>
<td>Bank of America</td>
<td>Creates card.</td>
<td>Mails PIN to Cardholder.</td>
</tr>
<tr>
<td>Cardholder</td>
<td>Attend training.</td>
<td>Sign Cardholder agreement.</td>
</tr>
</tbody>
</table>
Pcard Application

- Cardholder name and contact information.
- Approver name and contact information.
- Department name.
- Credit limits.
- Default accounting information.
- Submission buttons.
- Save button.
Your Card and PIN

• Card will be delivered to Purchasing.

• Call Bank of America for card activation.
  • Enter in 16 digit card number.
  • Enter in activation number.
  • Activation number is your HR ID + 000.
    • Example: 512345000 or 012345000.
  • Sign back of card.
  • Your Personal Identification Number will be sent to your campus address.
  • PINs not needed in US at this time.
  • Keep PIN in a secure location.
  • PINs can be retrieved online.
Card Details

• Bank of America Visa
• Chip
• Security code/CVV
• Cardholder name
• OU FEIN
• Card sleeve
Card Protection and Security

• **Cardholder is the only authorized user of the card.**

• Protect physical card and card number.

• Be cautious faxing orders.

• Be aware of your surroundings.

• Use reputable vendors.

• Ensure online purchases are made on a secure site.

• **Do not:**
  • Photocopy card.
  • Email card number.
  • Store (electronically or hardcopy) full card number.
  • Allow others access to your card.
Pcard Purchases

• Posted to OpenBooks.
• Subject to Open Records.
• $5,000 or less.
• Comply with Small Dollar Policy.
• Comply with Pcard Guide.
• Business use only.

• Not for personal gain.
• Not require a contract.
• Not be given away.
• Not be assessed sales tax in Oklahoma.
Tax Exemption

• Oklahoma.

• Florida, Illinois, Kentucky, Maine, Missouri, New Jersey and North Dakota.

• Letters on Purchasing website.

• Vendors may require additional information at time of purchase.

• Speak with Customer Service prior to checkout.
Pcard Guide

• Pcard payments present more risk.

• Guide created by Accounts Payable, Grants, Internal Auditing and Purchasing.

• Yes and No list of purchases.

• Charges allowable within the terms of a grant, reimbursed by the Foundation and/or charges that are allowable through Accounts Payable are not necessarily allowable on the Pcard.

• These terms do not supersede Pcard policies.
# Yes List

<table>
<thead>
<tr>
<th>Abstract/Publishing Fees</th>
<th>Chemical Supplies</th>
<th>Copy/Print Shops</th>
<th>Frames</th>
<th>Listing/Record Fees</th>
<th>Pike Pass</th>
<th>Software License</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appliances</td>
<td>Classroom Materials</td>
<td>Copyright Fees</td>
<td>Freight</td>
<td>Mailing List</td>
<td>Plumbing Supplies</td>
<td>SSL Certificates</td>
</tr>
<tr>
<td>Application/Submission Fees</td>
<td>Clothing/Apparel</td>
<td>Décor</td>
<td>Furniture</td>
<td>Notary/Notary Renewal</td>
<td>Publishing/Submission Fees</td>
<td>Subscriptions</td>
</tr>
<tr>
<td>Binding</td>
<td>Coffee Service</td>
<td>Educational Supplies</td>
<td>Gases</td>
<td>Office Supplies</td>
<td>Registrations</td>
<td>Teaching Supplies</td>
</tr>
<tr>
<td>Books</td>
<td>Coffee Supplies</td>
<td>Electrical Supplies</td>
<td>Janitorial Supplies</td>
<td>Pagers</td>
<td>Resale Items</td>
<td>Uniforms</td>
</tr>
<tr>
<td>Bottled Water Service</td>
<td>Computer Parts/Peripherals</td>
<td>Electronics</td>
<td>Lab Equipment/Supplies</td>
<td>Parts</td>
<td>Scientific Supplies/Equipment</td>
<td>Video Conferencing Equipment</td>
</tr>
<tr>
<td>Cell Phone/Smart Phone Service</td>
<td>Computers</td>
<td>Equipment</td>
<td>Landscaping Supplies</td>
<td>Photography/Photos</td>
<td>Shipping</td>
<td>Videos</td>
</tr>
<tr>
<td>Cell Phones</td>
<td>Conference Registrations</td>
<td>Food</td>
<td>Laundry Service</td>
<td>Physician Credentialing</td>
<td>Software</td>
<td>Webinars</td>
</tr>
</tbody>
</table>
+More Information

• Bottled Water Service
  • Does not include individual bottled water.
  • No rentals of the beverage units.
  • Any and all terms and conditions relating to the delivery of the water product must be approved by Purchasing.
  • Water should be used primarily for visitors and available in a public area.

• Food
  • Allowable when purchased for lab usage or non-human consumption.

• Freight
  • Must use the United States Postal Service or one of the University contracts.
    • FedEx
    • UPS
  • Third-Party shippers are not allowable.

• Subscriptions
  • Mailed to a University address.
  • Paid for a maximum of one year in advance.
  • Renewed less than six weeks prior to expiration date.
    • Medical subscriptions that meet criteria above may be renewed six months prior to expiration date.
Conference Registrations

• If paying for the registration at the time of the event or after the event has occurred, then only a receipt/invoice is required.

• Pre-Paid conference registrations are allowable with the following in writing from the Conference Host.
  • Conference Host will not, as a standard practice of business, accept a Purchase Order. Purchase Order meaning payment after the event has occurred.

  **Or, all of the following criteria must be in place.**

  • Conference Host will apply a discount for early registration.
  • Conference Host will allow for substitution of participants.
  • Conference Host will refund 100% of the registration fee if the conference is cancelled.
  • Personal charges such as CME/CEU credits, additional meals, banquets, golf tournaments, etc. must be paid for separately and not on the Pcard.
## No List

<table>
<thead>
<tr>
<th>Advertising/Job Posting</th>
<th>Contracts/Agreements</th>
<th>Framing</th>
<th>Labor/Maintenance/Repair</th>
<th>Postage Stamps</th>
<th>Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol</td>
<td>Domain Names</td>
<td>Fuel</td>
<td>Late Fees</td>
<td>Prepayment</td>
<td>Testing</td>
</tr>
<tr>
<td>Ammunition</td>
<td>Employee Testing/Training</td>
<td>Gift Cards/Gift Certificates</td>
<td>Leases</td>
<td>Printers</td>
<td>Third Party Shipping</td>
</tr>
<tr>
<td>Awards</td>
<td>Entertainment/Events</td>
<td>Gifts</td>
<td>Licenses</td>
<td>Radioactive Materials</td>
<td>Tobacco</td>
</tr>
<tr>
<td>Cash</td>
<td>Firearms</td>
<td>Greeting/Seasonal Cards</td>
<td>Lodging</td>
<td>Recruitment/Promotional Items</td>
<td>Travel</td>
</tr>
<tr>
<td>Certification/Accreditation</td>
<td>Food</td>
<td>Insurance</td>
<td>Memberships</td>
<td>Rentals</td>
<td>Tuition</td>
</tr>
<tr>
<td>Construction/Renovation</td>
<td>Foreign Vendors</td>
<td>Internet Services</td>
<td>Personal Expenses</td>
<td>Royalties</td>
<td>Warranties</td>
</tr>
</tbody>
</table>
Blocked Categories and Declines

• Vendors are identified by categories.
  • Florist, Bookstore, Hardware store, Hospitals, etc.

• Certain categories are blocked.
  • ATMs, Airlines, Casinos, Hotels, etc.

• Attempted charges to blocked categories will result in the card being declined.

• Declines also occur because of:
  • Incorrect address, incorrect expiration date, transaction limits, suspected fraudulent activity, etc.

• Can contact Pcard Team or Bank to discuss reason for decline.
Documentation

• Documentation must be obtained for every charge.
  • Reoccurring charges.

• Documentation:
  • Invoice.
  • Cash register receipt.
  • Sales slip.
  • Online order summary.

• Documentation should have:
  • Vendor name.
  • Product description.
  • Total amount charged.
  • Shipping address.

• Documentation should be retained according to Record Retention Policy.
Itemized Documentation

---

**Order Placed:** January 9, 2015  
**Amazon.com order number:** 109-3573508-985021  
**Order Total:** $177.70

**Items Ordered:**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Machine Learning: A Probabilistic Perspective (Adaptive Computatic and Machine Learning Series), Murphy, Kevin P.</td>
<td>$158.20</td>
</tr>
<tr>
<td>Graph Theory and Complex Networks: An Introduction, van Steen, Maarten</td>
<td>$19.50</td>
</tr>
</tbody>
</table>

**Shipping Address:**

Pcard Holder  
2750 Venture Drive  
Norman, OK 73069

**Payment Information:**

<table>
<thead>
<tr>
<th>Item(s) Subtotal:</th>
<th>$177.70</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shipping &amp; Handling:</td>
<td>$10.35</td>
</tr>
<tr>
<td>Super Saver Discount:</td>
<td>-$10.35</td>
</tr>
<tr>
<td>Sales Tax:</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total before tax:</td>
<td>$177.70</td>
</tr>
<tr>
<td>Total for This Shipment:</td>
<td>$177.70</td>
</tr>
</tbody>
</table>
Vague Documentation
Welcome Email

Please do not reply to the sender of this email. It is a system-generated email from the Works application used by your organization.

Read the message below regarding the Works application. If the message requests that you take an action in the application, a link may be included below the message to allow you easy access to the login screen.

A Notice from the Bank of America Merrill Lynch Works Application

Cardholder,

To set your password, begin by entering your username or email address at this URL:

https://urlddefense.proofpoint.com/v2/url?u=https%3A//payment2.works.com/wpm_validate-3Fcode-3D2152338733-2D73680eced686a13533429a7631feaa&d=AwiCAg&c=qRnPByZajCh3ogDwk-HidebrxD-31TvTBEIa6TGCk&rz=EZ9eYIDm4YiaIVx3jRu_GtM4Ifo90tPUd-qak_0LeQ&m=wPbpjRNxJ7XuFXXYS1d2hfWhHDbah6j3as6bUD-yQYs=3yaTcTl.arAsjZUYEyg65dhncXmXenwiOzTwxPeL_CCY&n=

Your username: abt139
Your email address: email@ouhsc.edu

If the above link does not work, copy and paste the link directly into your browser's location field. Before accessing the application, make sure your browser enables cookies, allows pop-up windows (for the "works.com" domain), and checks for newer versions of stored (cached) pages automatically. For more information on how to configure these settings, consult your browser's documentation.

Please also note that the link above allows you to access the application one time only. After your initial login, you must access the application by entering the following URL in your browser's location field:

https://urlddefense.proofpoint.com/v2/url?u=https%3A//payment2.works.com/wpm_bookmark&d=AwiCAg&c=qRnPByZajCh3ogDwk-HidebrxD-31TvTBEIa6TGCk&rz=EZ9eYIDm4YiaIVx3jRu_GtM4Ifo90tPUd-qak_0LeQ&m=wPbpjRNxJ7XuFXXYS1d2hfWhHDbah6j3as6bUD-yQYs=FGJ4bkVlgsK11RRvKozSpmevlzfZldzJpx7-50780w&n=

We recommend that you use your browser to create a bookmark for this address to quickly access the application in the future.
Works Login

• Initial Login
  - Validation
    • HR ID or email address
  - Password
    • Eight characters
    • One alpha and one numeric character
  - Security Questions

• Bookmarked Login
  - You must email proadmin@ouhsc.edu for password resets.
  - This option **DOES NOT** work.

• Validation
  - HR ID or email address

• Password
  - Eight characters
  - One alpha and one numeric character

• Security Questions
# Accountholder/Cardholder Review

## Transactions - Accountholder

<table>
<thead>
<tr>
<th>Document</th>
<th>Date Purchased</th>
<th>Date Posted</th>
<th>Vendor</th>
<th>Purchase Amount</th>
<th>Sales Tax</th>
<th>Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>TXN002033</td>
<td>01/22/2015</td>
<td>01/23/2015</td>
<td>STAPLS7130584020000001</td>
<td>48.90</td>
<td>0.00</td>
<td>602700-MISCA-CMT055-00014-00000-(None)-2015--</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>AT&amp;T BILL PAYMENT</td>
<td>530.12</td>
<td>0.00</td>
<td>602700-MISCA-CMT055-00014-00000-(None)-2015--</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>DARTMOUTH EVENTS</td>
<td>300.00</td>
<td>0.00</td>
<td>602700-MISCA-CMT055-00014-00000-(None)-2015--</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>AMAZON MKTPLACE PMTS</td>
<td>40.95</td>
<td>0.00</td>
<td>602700-MISCA-CMT055-00014-00000-(None)-2015--</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Amazon.com</td>
<td>24.90</td>
<td>0.00</td>
<td>602700-MISCA-CMT055-00014-00000-(None)-2015--</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>STAPLS71307893517000001</td>
<td>69.89</td>
<td>0.00</td>
<td>602700-MISCA-CMT055-00014-00000-(None)-2015--</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>AMAZON MKTPLACE PMTS</td>
<td>173.25</td>
<td>0.00</td>
<td>602700-MISCA-CMT055-00014-00000-(None)-2015--</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>STAPLS7130819794000001</td>
<td>57.60</td>
<td>0.00</td>
<td>602700-MISCA-CMT055-00014-00000-(None)-2015--</td>
</tr>
</tbody>
</table>

0 Selected | 9 Items

Show [10] per page

- Mass Allocate
- Add to Expense Report
- Attach
- Print
- Sign Off
Sign Off

**Confirm Sign Off**

Sign off 1 transaction(s).

**Comments:** Office supplies for January.
## Allocate/Edit

### Transactions - Accountholder

<table>
<thead>
<tr>
<th>Document</th>
<th>Date Purchased</th>
<th>Date Posted</th>
<th>Vendor</th>
<th>Purchase Amount</th>
<th>Sales Tax</th>
<th>Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>01/24/2015</td>
<td>01/20/2015</td>
<td>AT&amp;T BILL PAYMENT</td>
<td>530.12</td>
<td>0.00</td>
<td>602700-MISCA-CMT055-00014-00000-(None)-2015--</td>
</tr>
<tr>
<td>TXN0203459</td>
<td></td>
<td></td>
<td>DARTMOUTH EVENTS</td>
<td>300.00</td>
<td>0.00</td>
<td>602700-MISCA-CMT055-00014-00000-(None)-2015--</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td></td>
<td>AMAZON MIKPLACE PMTS</td>
<td>40.94</td>
<td>0.00</td>
<td>602700-MISCA-CMT055-00014-00000-(None)-2015--</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td></td>
<td>Amazon.com</td>
<td>24.99</td>
<td>0.00</td>
<td>602700-MISCA-CMT055-00014-00000-(None)-2015--</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td></td>
<td>STAPLS7130793517000001</td>
<td>69.89</td>
<td>0.00</td>
<td>602700-MISCA-CMT055-00014-00000-(None)-2015--</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td></td>
<td>AMAZON MIKPLACE PMTS</td>
<td>173.25</td>
<td>0.00</td>
<td>602700-MISCA-CMT055-00014-00000-(None)-2015--</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td></td>
<td>STAPLS7130819794000001</td>
<td>57.60</td>
<td>0.00</td>
<td>602700-MISCA-CMT055-00014-00000-(None)-2015--</td>
</tr>
<tr>
<td></td>
<td>2015</td>
<td></td>
<td>AMAZON MIKPLACE PMTS</td>
<td>173.25</td>
<td>0.00</td>
<td>602700-MISCA-CMT055-00014-00000-(None)-2015--</td>
</tr>
</tbody>
</table>

0 Selected | 8 items

Show [10] per page
Reallocation

![Image of a software interface showing allocation details for an AT&T bill payment, with options to see more and save the changes.](image)
GL Picker

<table>
<thead>
<tr>
<th>Value</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>600100</td>
<td>SPLY LAB-CHEM</td>
</tr>
<tr>
<td>600200</td>
<td>SPLY LAB-LAB MATERIALS</td>
</tr>
<tr>
<td>600300</td>
<td>SPLY LAB-UNIFORMS/APPAREL</td>
</tr>
<tr>
<td>600400</td>
<td>SPLY LAB-ANIMALS</td>
</tr>
<tr>
<td>600500</td>
<td>SPLY LAB-X-RAY</td>
</tr>
<tr>
<td>600600</td>
<td>SPLY LAB-SVC</td>
</tr>
<tr>
<td>600700</td>
<td>SPLY LAB-RADIATION CHEM</td>
</tr>
<tr>
<td>600800</td>
<td>SPLY LAB-RADIATION PHARMACEUTI</td>
</tr>
<tr>
<td>600900</td>
<td>SPLY LAB-OTH</td>
</tr>
<tr>
<td>602100</td>
<td>SPLY OFC-ARCHITECT/ENG</td>
</tr>
</tbody>
</table>

0 Selected | 250 items

Show 10 per page

Page: 1 of 25

OK  Cancel
Mass Allocate

<table>
<thead>
<tr>
<th>Document</th>
<th>Date Purchased</th>
<th>Date Posted</th>
<th>Vendor</th>
<th>Purchase Amount</th>
<th>Sales Tax</th>
<th>Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>TXN00203459</td>
<td>01/24/2015</td>
<td>01/20/2015</td>
<td>AT&amp;T BILL PAYMENT</td>
<td>530.12</td>
<td>0.00</td>
<td>602700-MISCA-CMT055-00014-00000-(None)-2015--</td>
</tr>
<tr>
<td>TXN00203650</td>
<td>01/23/2015</td>
<td>01/26/2015</td>
<td>DARTMOUTH EVENTS</td>
<td>300.00</td>
<td>0.00</td>
<td>602700-MISCA-CMT055-00014-00000-(None)-2015--</td>
</tr>
<tr>
<td>TXN00203959</td>
<td>01/27/2015</td>
<td>01/27/2015</td>
<td>AMAZON MKTPLACE PMTS</td>
<td>40.94</td>
<td>0.00</td>
<td>602700-MISCA-CMT055-00014-00000-(None)-2015--</td>
</tr>
<tr>
<td>TXN00204038</td>
<td>01/27/2015</td>
<td>01/28/2015</td>
<td>Amazon.com</td>
<td>24.99</td>
<td>0.00</td>
<td>602700-MISCA-CMT055-00014-00000-(None)-2015--</td>
</tr>
<tr>
<td>TXN00204051</td>
<td>01/27/2015</td>
<td>01/29/2015</td>
<td>STAPLES7130793517000001</td>
<td>68.89</td>
<td>0.00</td>
<td>602700-MISCA-CMT055-00014-00000-(None)-2015--</td>
</tr>
<tr>
<td>TXN00204156</td>
<td>01/27/2015</td>
<td>01/28/2015</td>
<td>AMAZON MKTPLACE PMTS</td>
<td>173.25</td>
<td>0.00</td>
<td>602700-MISCA-CMT055-00014-00000-(None)-2015--</td>
</tr>
<tr>
<td>TXN00204180</td>
<td>01/27/2015</td>
<td>01/28/2015</td>
<td>STAPLES7130819704000001</td>
<td>57.60</td>
<td>0.00</td>
<td>602700-MISCA-CMT055-00014-00000-(None)-2015--</td>
</tr>
<tr>
<td>TXN00204487</td>
<td>01/29/2015</td>
<td>01/30/2015</td>
<td>AMAZON MKTPLACE PMTS</td>
<td>173.25</td>
<td>0.00</td>
<td>602700-MISCA-CMT055-00014-00000-(None)-2015--</td>
</tr>
</tbody>
</table>

4 Selected | 9 items

---

**Mass Allocate** | **Add to Expense Report** | **Attach** | **Print** | **Sign Off**

33
# Mass Allocate

Apply segment codes to each allocation line on 4 transaction(s).

<table>
<thead>
<tr>
<th>GL01: Account</th>
<th>GL02: Fund</th>
<th>GL03: Org</th>
<th>GL04: Program</th>
<th>GL05: Subclass</th>
</tr>
</thead>
<tbody>
<tr>
<td>802700</td>
<td>STATE</td>
<td>ADM171</td>
<td>00000</td>
<td>00000</td>
</tr>
</tbody>
</table>

Empty Segment Field(s):  
- Retain original codes(s)  
- Delete original codes(s)
Split Allocation

<table>
<thead>
<tr>
<th>Document</th>
<th>Date Purchased</th>
<th>Date Posted</th>
<th>Vendor</th>
<th>Purchase Amount</th>
<th>Sales Tax</th>
<th>Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>TXN00203459</td>
<td>01/24/2015</td>
<td>01/26/2015</td>
<td>AT&amp;T BILL PAYMENT</td>
<td>530.12</td>
<td>0.00</td>
<td>602700-MISCA-CMT055-00014-00000-(None)-2015--</td>
</tr>
<tr>
<td>TXN00203659</td>
<td>01/23/2015</td>
<td>01/26/2015</td>
<td>DARTMOUTH EVENTS</td>
<td>300.00</td>
<td>0.00</td>
<td>602700-MISCA-CMT055-00014-00000-(None)-2015--</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>AMAZON MKTPLACE PMTS</td>
<td>40.94</td>
<td>0.00</td>
<td>602700-MISCA-CMT055-00014-00000-(None)-2015--</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Amazon.com</td>
<td>24.99</td>
<td>0.00</td>
<td>602700-MISCA-CMT055-00014-00000-(None)-2015--</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>STAPLS7130703517000001</td>
<td>60.80</td>
<td>0.00</td>
<td>602700-MISCA-CMT055-00014-00000-(None)-2015--</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>AMAZON MKTPLACE PMTS</td>
<td>173.25</td>
<td>0.00</td>
<td>602700-MISCA-CMT055-00014-00000-(None)-2015--</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>STAPLS7130819794000001</td>
<td>57.60</td>
<td>0.00</td>
<td>602700-MISCA-CMT055-00014-00000-(None)-2015--</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>AMAZON MKTPLACE PMTS</td>
<td>173.25</td>
<td>0.00</td>
<td>602700-MISCA-CMT055-00014-00000-(None)-2015--</td>
</tr>
</tbody>
</table>

0 Selected | 8 items

Show 10 per page
Duplicate Line
# Mass Sign Off

<table>
<thead>
<tr>
<th>Document</th>
<th>Date Purchased</th>
<th>Date Posted</th>
<th>Vendor</th>
<th>Purchase Amount</th>
<th>Sales Tax</th>
<th>Allocation</th>
</tr>
</thead>
<tbody>
<tr>
<td>TXN00203459</td>
<td>01/24/2015</td>
<td>01/26/2015</td>
<td>AT&amp;T BILL PAYMENT</td>
<td>530.12</td>
<td>0.00</td>
<td>602700-MISCA-CMT055-00014-00000-(None)-2015-</td>
</tr>
<tr>
<td>TXN00203650</td>
<td>01/23/2015</td>
<td>01/26/2015</td>
<td>DARTMOUTH EVENTS</td>
<td>300.00</td>
<td>0.00</td>
<td>602700-MISCA-CMT055-00014-00000-(None)-2015-</td>
</tr>
<tr>
<td>TXN00203969</td>
<td>01/27/2015</td>
<td>01/27/2015</td>
<td>AMAZON MKTPACE PMTS</td>
<td>40.94</td>
<td>0.00</td>
<td>602700-MISCA-CMT055-00014-00000-(None)-2015-</td>
</tr>
<tr>
<td>TXN00204035</td>
<td>01/27/2015</td>
<td>01/29/2015</td>
<td>Amazon.com</td>
<td>24.99</td>
<td>0.00</td>
<td>602700-MISCA-CMT055-00014-00000-(None)-2015-</td>
</tr>
<tr>
<td>TXN00204051</td>
<td>01/27/2015</td>
<td>01/28/2015</td>
<td>STAPLS7130793517000001</td>
<td>69.89</td>
<td>0.00</td>
<td>602700-MISCA-CMT055-00014-00000-(None)-2015-</td>
</tr>
<tr>
<td>TXN00204166</td>
<td>01/27/2015</td>
<td>01/28/2015</td>
<td>AMAZON MKTPACE PMTS</td>
<td>173.25</td>
<td>0.00</td>
<td>602700-MISCA-CMT055-00014-00000-(None)-2015-</td>
</tr>
<tr>
<td>TXN00204180</td>
<td>01/27/2015</td>
<td>01/28/2015</td>
<td>STAPLS7130819794000001</td>
<td>57.60</td>
<td>0.00</td>
<td>602700-MISCA-CMT055-00014-00000-(None)-2015-</td>
</tr>
<tr>
<td>TXN00204487</td>
<td>01/29/2015</td>
<td>01/30/2015</td>
<td>AMAZON MKTPACE PMTS</td>
<td>173.25</td>
<td>0.00</td>
<td>602700-MISCA-CMT055-00014-00000-(None)-2015-</td>
</tr>
</tbody>
</table>

8 Selected | 8 items

Show 10 per page

[Mass Allocate] [Add to Expense Report] [Attach] [Print] [Sign Off]
Approver Homepage

• Sign off as Approver:
  • Transactions signed off by the Cardholders.

• Sign off as Accountholder/Cardholder:
  • Transaction **not** signed off by the Cardholders.

• Signed off by Accountholder/Cardholder:
  • Approver can make changes.

• Signed off by Approver:
  • No changes can be made in Works.
  • Will need to process a cost transfer for any accounting changes.
Reconciliation Process

Transactions download to PeopleSoft.

<table>
<thead>
<tr>
<th>Cardholder - Transaction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transaction allowable?</td>
</tr>
<tr>
<td>Documentation sufficient?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cardholder - Works</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legitimate charge?</td>
</tr>
<tr>
<td>Change accounting information?</td>
</tr>
<tr>
<td>Sign off on transaction.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approver - Transaction</th>
</tr>
</thead>
<tbody>
<tr>
<td>Documentation sufficient?</td>
</tr>
<tr>
<td>Transaction allowable?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approver - Works</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legitimate charge?</td>
</tr>
<tr>
<td>Change accounting information?</td>
</tr>
<tr>
<td>Sign off on transaction.</td>
</tr>
</tbody>
</table>
Billing Cycles

• Named in the month they begin.
• Middle of the month cutoff.
• Cutoff dates differ each month.
• Based on posting date.
• 24 hour posting delay.
• Available 24 – 7.
• Dates available on website.
• No reminders sent by Works.
Website
Pcard Homepage

- Application.
- Cutoff dates.
- Policy.
- Guide.
- Training information.
- Procedures.
  - Password reset.
  - Reallocation.
  - Transaction reports.
  - Transaction search.
Next Steps

• Apply for card.

• Check email.
  • Pcard links.
  • Welcome email from Works.

• Bookmark/Save links.

• Review Pcard Guide.

• Discuss internal processes with your department.
Contact Us

• Need assistance with Works.
• Need your password reset.
• Change any information on your application.
• Don’t recognize a charge.
• Question whether or not a purchase is allowable on the Pcard.
Questions

???