The Purchasing Card (P-Card) provides a quick and easy-to-use purchasing tool for departments. It allows staff to purchase what they need, when they need it, within certain dollar limits and guidelines (see Authorized and Unauthorized P-Card Purchases). But, with this convenience comes responsibility; controls are necessary to ensure funds are spent wisely and in accordance with university policy.

- The University sets program controls by establishing policy and procedure based on best practice guidelines for university card programs. For example, cards have a maximum single transaction limit and monthly limit based on purchasing need, and certain types of merchants are restricted (see Restricted Merchant Categories).

- Departments provide controls by reviewing, approving, and authorizing p-card expense based on university requirements. Our auditors ensure departments maintain appropriate controls by reviewing transactions and conducting informal and formal audits on a regular basis.

1. Department P-Card Expense Review, Approval, and Authorization Requirements

P-Card expense is reviewed and reconciled online by department staff via Bank of America’s Works application. The Works application includes a transaction work flow approval process and preset Works roles for review and approval of p-card expense (Works Cardholder, Reconciler, Approver role). There are other Works roles available for staff responsible for reviewing or managing expense (Works Scoped Accountant or Auditor role).

**Works Approval Flow**

*Authorization of expense is completed via signature by manager

| Transaction posts to Works application | Cardholder (or reconciler) reviews/edit/signs off | Works approver reviews/edit/signs off | Manager reviews and authorizes expense via signature (offline role) |

Cardholder (or Reconciler) Review and Sign Off (Works role performed online)
The cardholder (or assigned reconciler) is responsible for allocating expense and providing a business purpose for each transaction. Once expense is allocated, cardholder (or reconciler) signs off on the transaction. Departments may opt to designate reconcilers to assist or complete the Works allocation process on behalf of cardholders. Use the Reconciler Agreement to designate a reconciler for one or more cardholders.

- Each cardholder is required to review and sign their printed cardholder statement. The statement, original receipts and other required documentation must be submitted to the department approver monthly by the 5th of the month (or due date designated by department).

P-Card Approver Review and Sign Off (Works role performed online)
The p-card approver is designated by the department or business unit unless the authorizer opts to perform the role of approver. The approver role may be assigned to an administrative staff member or another manager, or shared between staff members per direction of the authorizer. Use the Approver Agreement to designate an approver.

- The p-card approver is responsible for reviewing and/or editing cardholder allocation entries in Works by a set due date each month, prepping the transactions for upload to university financial reports by ensuring the correct accounting detail is assigned to each transaction. The approver is also responsible for reporting non-compliance issues discovered during the approval process to the cardholder and authorizer (manager).

- The approver assists department staff with new card requests, account changes or maintenance requests and serves as point of contact for auditors.

Manager Authorization of Expense (Authorizer role performed offline via signature)
The manager (Department Head, Director, Dean, VP, or Business Manager) is responsible for reviewing and authorizing p-card expense for their area. The authorizer has a fiduciary responsibility to ensure expense is in compliance with university policy and serves a legitimate business purpose. The authorizer is responsible for ensuring non-compliance issues are resolved, or escalated to the university p-card administrator or appropriate official in a timely manner.

- Authorization of expense is executed via signature on Works Authorization of Expense form (scheduled Works report) or the Manager Authorization of Expense form (Authorizer signature form must be included with audit requests).

- Delegation of the authorizer role (fiduciary responsibility) must be approved by the respective dean or V.P. for the area and submitted to the university p-card administrator for review and approval by University Financial Services. The department is responsible for maintaining documentation defining authorizer role and/or delegated authority in place for their area.
Works Roles for Budget Management

Department staff responsible for overseeing budgets and expense can request access to Works for running reports, viewing or editing of transactions by contacting the university p-card administrator. Roles available for managing p-card expense in Works:

- **Works Scoped Accountant** role will allow the ability to run reports and view and edit transactions in Works. Allocation editing is only allowed before the transaction is swept for upload by the university p-card administrator which generally occurs on the 16th of the month.

- **Works Scoped Auditor** role will allow the user to run reports and view transactions detail. No allocation editing of accounting detail is allowed (this is a view only role assigned to expense auditors).

P-Card Reconciliation Review and Sign off Options for Departments

One size does not fit all; each campus area has unique staffing issues and purchasing needs so some variation to the p-card reconciliation process may be necessary. Departments may set up their own p-card reconciliation review and sign off process as long as certain university requirements are met:

- Cardholder transactions in Works must be accurately identified, allocated and reviewed to ensure data is ready for posting to university financial reports by the required due date.

- P-Card expenditures must be approved by a manager and signature authorization forms kept with department p-card records and produced for auditors upon request.

- A cardholder statement (or Works Report) signed by the cardholder, original receipts and supporting documentation must be maintained by departments in an orderly manner and produced for auditors upon request.

Maintain a written procedure or desk manual identifying your area’s p-card sign off process in case of audit inquiry. Your area’s p-card reconciliation procedures should be approved by your dean or V.P. office and University Financial Services. Check with the university p-card administrator for assistance in setting up your area’s p-card reconciliation and sign off process.

Reviewing and Reconciling P-Card Expense

Works Training

If you’ll be performing any Works role, review the online Works training guides and enroll in a p-card workshop. Works is an online application provided by our card provider (Bank of America). Once you understand how to navigate Works, it’s fairly simple. But you’ll need some basic guidance. Review online training reference available on the university p-card site: [http://vpfa.boisestate.edu/pcard/](http://vpfa.boisestate.edu/pcard/)

- University Financial Services offers p-card workshops throughout the year. Register via Employee Learning and Development [http://hrs.boisestate.edu/workshops/fiscal-procedures-and-management/](http://hrs.boisestate.edu/workshops/fiscal-procedures-and-management/)

- Contact the university p-card administrator to set up specialized training for you or your staff if you can’t find an upcoming workshop that fits your needs.

Reconciling Expense in Works

P-Card expense is reconciled in Works by assigning accounting detail and a business purpose to each transaction.

- Cardholders and reconcilers receive Works courtesy email reminders as transactions post to Works. Example: If a cardholder had 4 transactions post yesterday, they’ll receive 1 email today as a courtesy reminder to review transactions. Transactions can be reconciled and signed off by the cardholder/reconciler daily or weekly (no need to wait for the month to close to complete sign off).

- Approvers receive Works courtesy email as transactions are signed off by cardholders/reconcilers. Approvers can review and sign off on expense as it appears in Works.

P-Card transactions automatically default to a default accounting segment string provided by the department, and an expense code based on the merchant’s category type. However, expense may need to be reallocated to a different department fund or expense code.
Accounting detail is entered in the Works GL (General Ledger) fields. (View is shown below). An entry is required in each GL field for each transaction except the Travel Auth field (use this field only for travel related expense).

<table>
<thead>
<tr>
<th>GL01: FUND</th>
<th>GL02: DEPARTMENT</th>
<th>GL03: COST CENTER</th>
<th>GL04: ACCOUNT</th>
<th>GL05: SUPPLEMENTAL</th>
<th>GL06: PROJECT</th>
<th>GL07: BUSINESS PURPOSE</th>
<th>GL08: TRAVEL AUTH NUMBER</th>
</tr>
</thead>
</table>

Works GL Field detail:
- Valid segment string for each transaction (Fund, Department, Cost Center, Supplemental, Project).
- Account segment (6 digit expense code identifying expense type). Review the University Expense Account Codes (expanded list) to find best fit.
- A business purpose for the purchase which is understandable to others outside your own area (i.e. auditors).
- A Travel Authorization number entry for employee travel or field trip expense. (Non-employee travel with exception of job candidates requires pre-approval. See slide 5 of this presentation)
- Sign off.

After expense is reconciled by the cardholder (or reconciler), the transaction must be signed off to move it to the department approver for review, edit, sign off. If correction is necessary after cardholder sign off, the approver can opt to correct it, or ‘flag’ it in Works which returns it to the cardholder for correction.

Who’s responsible for reconciling?
The department decides who’s responsible for reconciling expense in Works.

- Departments may request that each cardholder complete the reconciliation process or designate a reconciler to assist or complete the Works reconciliation on behalf of a cardholder, or group of cardholders.
- Once the cardholder account reconciliation is complete, the transaction flows to the assigned Works approver for review and sign off.

Regardless of how expense is reconciled, each cardholder is required to review, sign and date their printed statement after reconciliation has been completed. This provides assurance that the transactions appearing on the statement were authorized by the cardholder and fulfills a best practice requirement for card program management.

Works Sign off Due Dates for Departments

P-Card Billing Cycle and Card Limit Refresh
The p-card billing cycle is determined by the bank. It begins on the first of the month and ends on the last day of the month. If the last day is a weekend or holiday, the cycle closes on the Friday before.

- P-Card limits reset on the 1st of each month. But, limits don’t completely refresh until expense from the previous month is signed off by cardholder/reconciler. This serves as incentive to cardholders to complete sign off promptly.

Works allows sign off of individual transactions as they appear in Works by cardholder/reconciler and approver. Encourage cardholders/reconcilers to sign off on expense weekly rather than waiting for the month to close.

**Cardholders (or Reconcilers):** Complete sign off of previous month expense on or before the final date provided by your department (typically the 2nd or 3rd of the month but no later than the 5th).

**Works approver sign off of previous month expense is due by the 15th of the month.**

Departments may choose to institute an earlier or later cardholder sign off due date, but approver sign off must be completed before (or on) the 15th of the month. Transactions are swept from Works on the 16th of each month for upload to university financial reports. If the 15th falls on a weekend/holiday, complete sign off by the next business day.

**Note:** Fiscal year end and holidays impact due dates. Cardholders and approvers will be notified by the university p-card administrator of early Works due dates. *(June, November, December may have earlier than usual due dates for approvers)*
2. **P-Card Approver Role**

The p-card approver reviews cardholder transactions in Works to ensure transactions are signed off and accounting detail is accurate and ready for posting to university financial reports by the required due date each month. The approver provides p-card statements and supporting documentation to the authorizer along with the following Works reports scheduled for approvers (Both reports may be run on demand to refresh data).

- **Works P-Card Sign off Status report (Excel format)** is scheduled to run for approvers on the 3rd of each month. It provides a list of previous cycle transactions regardless of sign off status. It includes a sign off date column for both cardholders and approvers along with accounting detail, vendor info, amount, and business purpose entry.

- **Works Authorization of P-Card Expense report (PDF format)** is scheduled to run for approvers on the 10th of each month. This is a ‘signature’ form summarizing cardholder spend and is required during audit to ensure expense has been reviewed and approved by the manager.

**Scheduled Works reports can be run on demand very easily:**
Select Reports>Scheduled, Select the report name and Modify/Run. The Create Report template appears. Scroll to the bottom and select Run Now and then, Submit Report. You’ll be directed to Works Completed Reports queue to view/print your report by selecting PDF or XLS link (depending on report type).

**Managing Works Due Dates**

The approver is responsible for ensuring cardholders sign off on expense because the approver can’t sign off on expense until the cardholder or reconciler completes sign off. Use the Works Sign off Status report as a tool to manage cardholder sign off.

- View the scheduled Works Sign off Status report on the 3rd of the month to view transactions for the previous billing cycle.
- Remind cardholders with transactions to complete sign off by the date designated by your department.
- Habitually late cardholder sign off requires action. Notify your manager and the university p-card administrator for assistance.

**Works Sign off Status Report View** Cardholder sign off is incomplete if no date/name appears in the CH Signoff Date columns (A&B). In this example, the cardholder has two transactions awaiting cardholder sign off (no name or date appears)

Once sign off is completed by the cardholder or reconciler, a date and name will be listed in CH Sign off columns (A and B). Once you sign off as approver, a date and name appears in the Approver sign off columns (C and D).

**Approvers are also responsible for the following:**

- Ensuring required documentation is submitted by cardholder (original receipts, back-up documentation, forms).
- Ensuring transactions have a business purpose understandable to someone outside your own area.
- Ensuring a Travel Authorization number is included for travel expense.
- Maintaining p-card documentation for a minimum of 5 years (receipts, statements, supporting documentation and signed authorizer of expense forms).

**Receipts**

A receipt should provide merchant information, invoice or receipt number, date of sale, and a brief description of items purchased, quantity and amount paid per item with total amount paid. Receipts and other required documentation must be submitted to the department with the signed cardholder statement by the cardholder sign off due date. The receipts and supporting documentation should be attached to the signed statement in an organized manner by the cardholder or reconciler.
Missing Receipts
Receipts are required to authenticate the purchase as business-related. If a receipt is missing, it's the cardholder's responsibility to contact the merchant and ask for a duplicate receipt. If the cardholder can't obtain a duplicate receipt, they will need to document what was purchased (i.e. include packing slip, packaging, description from vendor website), the business purpose, and include a brief explanation for the missing receipt.

• It's sometimes difficult to obtain receipts for certain types of online payments (conference fees, renewals, student testing services, and other online fees). We can't control the business practices of the merchant, but we can identify what was purchased and why to identify the purchase as a valid business expense.

• If the receipt is lost and duplicate is not available, the cardholder may submit a Missing Receipt Affidavit *(University p-card form available online) in lieu of the original receipt.

Repeat incidents of missing receipts from vendors who normally provide receipts should be treated as a non-compliance issue as it's an indicator that the cardholder is not taking responsibility for their account. See the non-compliance section of this guide.

Merchant Receipt Detail from Works
Some vendors (but not all) provide receipt detail via Works: OfficeMax, Grainger, Fisher Scientific, Amazon and others; airlines provide detail including passenger name, dates of travel, destination. This detail is acceptable in lieu of an original receipt. Works receipt detail comes directly from the vendor and is a reliable receipt substitution should an original receipt be unobtainable.

• To view receipt detail, select the Works TXN number; select “Full Details”, “Allocation & Detail” tab and view the “Transaction Detail”. Cardholders or approvers can print the Works receipt detail in lieu of a lost original receipt.

Works Receipt Imaging Option
Receipt imaging is an optional Work tool; your area can determine if this option holds value and implement it within your group as you see fit. Receipts can be uploaded to Works by the cardholder or assigned reconciler. Each receipt is attached to the specific transaction and can be viewed by the approver or other Works users with access to the account.

The Benefit of Receipt Imaging:
• Approvers can view uploaded receipts in Works which can speed up Works sign off.
• It's a great tool for off-site cardholders or travelers (anyone with a smartphone can snap a photo and upload their receipt if scanning isn't readily available).

Imaging is a convenience. Cardholders are required to submit receipts to their department. P-Card documentation must be maintained by the department and produced during audit.

Business Purpose of Purchase
Cardholders must provide a business purpose for each p-card transaction in the Works “Business Purpose” field for audit review purposes. The brief detail (65 characters or less) provided in the Works Business Purpose field is uploaded to university financial reports for auditor review. If your department requires more detail it can be included in the Works “Notes” or “Description” fields (or attach detail to the cardholder statement, or upload it to Works as part of the receipt imaging detail).

• For purchases of goods or services, relate the purchase to a specific business need (i.e. “lab supplies for 101”).

• For an event with food or entertainment, provide a brief reason for the event (i.e. “donor cultivation”, “Finals relief”, “department retreat”), and brief description. (Your department is required to have detailed documentation on file regarding the event in case of audit inquire)

Purchases Requiring Additional Approvals and Forms
Entertainment, meals and refreshments, gifts and awards, travel; all require additional approvals and forms.

• Meals, Refreshments (or Events) Purchases  (Policy #6260, 6240, 6250)
Review the policy (based on fund source) that applies to your particular purchase including the appendix with meal allowance rates which specifies amount allowed per meal. 6260 Meals and Refreshments - Local Funds, 6240 Meals Refreshments - Appropriated and Grant Funds, 6250 Public Relations and Alcohol Expenses
  - Complete an Event Expense Summary form for any event which includes meals, refreshments or entertainment.
  - Meals and refreshment purchases are not considered an acceptable use of university funds for informal get-togethers, casual meetings, or regularly scheduled meetings for staff.
• **Gifts, awards and incentives (promotional items) #6230 Gifts And Awards**
  Review the [Gifts Awards Incentives Policy 6230](#) for detail.
  - A monthly gift, award and incentives report is provided to university business managers; a quarterly gift report is provided to university deans/VP for review purposes.
  - Complete a [Gift Award Incentive Form](#) for gifts exceeding $75 For Employees, or $250 For Non-employees.

• **Travel Purchases are Regulated by BSU Policy #6180 Travel Policy**
  Complete a Travel Authorization before committing funds for employee or field trip travel. Obtain email approval from Accounts Payable before committing funds for non-employee travel. Review the following guides for more detail:

Other Approver Responsibilities include the following.

• Requesting new accounts for employees using the Cardholder Application.

• Assisting department cardholders with account changes using the P-card Account Maintenance form:
  - Closure of existing accounts, Limit changes, Unblock of MCC’s (Merchant Category Codes)
  - Requesting replacement cards due to damage or name change

• Maintaining p-card documentation for a minimum of 5 years (including original receipts, statements, and any back-up supporting business purpose) and serving as the point of contact for auditors requesting department p-card documentation.

3. **Handling Non-compliance Issues as the Approver**

   It’s bound to happen at some point: a cardholder will make a mistake along the way. If it’s an occasional minimal impact issue, document it, ask for resolution or brief written explanation, and ask the cardholder to be more careful in the future. Here are some examples of non-compliance issues that may occur on occasion:

   - Cardholder sign off not completed online by the required due date
   - Card documentation not submitted by the required due date
   - Incomplete or missing receipt
   - Sales tax paid (for exempt purchase)
   - Accidental personal purchase

   If the same cardholder has repeat issues, escalate it to the authorizer as it’s an indication that the cardholder should review cardholder training references or attend a cardholder workshop. Questions or concerns regarding p-card non-compliance issues can be directed to the University P-card Administrator or Purchasing Compliance Specialist.

**Documenting Non-compliance Issues:**

It’s important to document issues (including the minimal risk issues). Attach documentation to the cardholder statement, or upload it into Works as notification to our auditors that we identified an issue and dealt with it. And, it’s important to bring the issue to the attention of the cardholder and the authorizer (manager) in case it continues.

• Report identified non-compliance issues to the cardholder via the p-card [Non-Compliance Warning Form](#), or email a notification to the cardholder. Attach a copy of the notification to the cardholder’s statement.

• Specify action the cardholder needs to take and time frame for correction, if applicable.

• Once the non-compliance is documented, you can complete the Works approver sign off.

**Follow up on non-compliance issues:**

- If the cardholder corrects the non-compliance issue within the specified time frame, document it as resolved.
- If the cardholder cannot (or doesn’t) take action to resolve the issue, escalate it to the authorizer.
How Do You Sign Off On An Unidentified Or Unauthorized Transaction?

Each transaction in Works has to be identified, allocated and signed off in Works regardless of status (authorized, unauthorized, personal, disputed, reported as fraud). **Why?** Because once it's appears in Works, the transaction has been completed and the merchant has been paid.

- Identify the transaction in Works as a personal expense to be reimbursed, credit to be applied by merchant, or reported to bank as fraud or dispute.

- Allocate it and sign off as the expense will post to your department and a credit from a merchant, bank or cardholder will be applied to offset it.

If the expense appears to be legitimate business expense (it’s a contract or regularly used vendor, for example) allocate it to the accounting detail used for similar purchases. View the Works Receipt Detail, if available (as noted in “Receipts” section of this guide).

- If you are unsure how to allocate the expense because it’s unauthorized or not identified by the cardholder, use a local fund and miscellaneous expense code 599900. Provide a brief explanation in the Works business purpose field. Note: The expense allocation can be corrected after Works sign off by the university administrator or via journal entry process, if necessary.

**Personal Expense on P-Card**

Personal expense isn’t allowed on p-card, but a cardholder may accidentally charge personal expense. If the personal expense is credited/reimbursed promptly, and the issue doesn’t occur repeatedly, we view it as a minimal risk issue. Document it as a non-compliance issue to ensure your department follows up appropriately. Your department must ensure a credit is issued by the merchant to the card, or a reimbursement by the cardholder is completed. This detail should be documented so it’s clear to an auditor that the issue was properly handled if the transaction is reviewed at a later date.

- Personal expense should be allocated to a local fund with expense code 599900 and identified in Works as personal and either note “to be reimbursed” or “credit to be issued by vendor” in the business purpose field.

- Both cardholder and approver need to complete Works sign off.

If the merchant can’t issue a credit, the cardholder must provide a personal check to Boise State University in the amount of the personal purchase. Contact the Payment & Disbursement Center (phone 426-1212) for directions on processing a reimbursement. Attach the receipt documentation for the reimbursement to the p-card statement and include a brief explanation in case of future audit.

**Bank Disputes and Transactions Reported As Fraudulent**

If a transaction is disputed or reported as fraud to the bank, it should be identified in Works as “Disputed” or “Reported as Fraud” and allocated to a local department fund with expense code 599900. The bank will process a credit to the cardholder’s account which can be allocated to the same department fund in the next billing cycle.

4. **Managing P-Card Non-compliance**

   **Minimal Risk Non-compliance Issues**

In some cases, documentation of the issue is sufficient. It may be considered minimal if it involves a small dollar amount, it doesn’t happen frequently, and the cardholder has provided an explanation that would be feasible to auditors.

**How do you determine if it’s a bigger issue?**

Weigh the non-compliance issue involved; it’s generally considered a serious issue if any of the following applies:

- It involves a significant loss of funds for the department
- It’s a deliberate attempt to circumvent policy
- It demonstrates a lack of responsibility by the cardholder
- There is a repeat history of similar issues

If you wouldn’t feel comfortable explaining the non-compliance issue to an auditor, it’s more than minimal. If it’s more than a minimal risk issue, take appropriate action.

**Serious Non-Compliance Issues**

Some non-compliance issues require management intervention, account suspension or closure, or other action. Examples:
• Unauthorized purchase (not approved by your area, not authorized per policy).
• Sharing of account number or card in manner that compromises the account or department.
• Splitting of a transaction to avoid bid or card limits.
• Intentional use of non-contract vendors when mandated contract is available.
• Repeated incidents of common non-compliance issues (missed due dates, missing receipts or documentation, unnecessary sales tax payments, or repeated incidents of personal expense).

Excerpt from University P-Card Policy 6140. Violations may result in deductions from employee paychecks for unauthorized, illegal, or undocumented purchases; suspension or revocation of card; and personnel action up to and including termination and/or criminal prosecution per Fiscal Misconduct Policy #6000 as appropriate based on the violation.

The authorizer (manager) for your area is responsible for ensuring non-compliance issues are resolved or action is taken such as mandatory training, card suspension or closure. The authorizer should discuss the issue with the cardholder and the cardholder’s supervisor (if the authorizer is not the cardholder’s direct supervisor). The authorizer may request that the card be suspended for one month (or more) and reinstated only after completion of training.

• Use the Non-Compliance Warning Form to request action. Check with the university p-card administrator for assistance dealing with p-card non-compliance issues.

Fraud, Waste and Abuse

What is it? It’s identified as any activity that violates state or federal law or regulation, or university policy; wastes money, or involves gross misconduct, gross incompetence, or gross inefficiency. For more information, please review: http://internalaudit.boisestate.edu/auditrequest.

For assistance, contact:
Internal Audit and Advisory Services | Phone: (208) 426-3131
Office of Institutional Compliance & Ethics | Phone 208-426-1258

To report anonymously:

Record Keeping

Storage and safekeeping of p-card receipts and documentation is the responsibility of the department. P-Card documentation must be maintained for a minimum of five years in a secure location as it may be required for audit purposes. P-Card documentation includes:
− Printed and signed cardholder statement (or card spend report) with receipts and other documentation required by the university, department and/or supporting the business purpose of the purchase.
− Authorization of expense form signed by manager (clearly printed name and title along with signature).

Departments can opt to retain either scanned or original p-card documentation. P-Card documentation must be legible and easily retrievable by month/year for view/print access for audit review.
− Scanned p-card documentation is an acceptable method of p-card record retention by department. If your area opts to maintain only scanned documentation, adhere to university best practice regarding scanned financial document standards and storage requirements.

5. Department Budgets and P-Card Expense

P-Card expense is uploaded to financial reports the month following the expenditure. P-Card encumbrance data provides department with a preview of incoming expense via university financial reports. Example: March p-card expense data posts to university financials in April upon accounting month close. To provide departments with preview of incoming p-card expense, March p-card data is extracted from Works on April 3rd and uploaded to university financials (OFC) as an encumbrance entry backdated to March 30th.

• Transactions are extracted from Works regardless of sign off status for the encumbrance upload.
• Departments view March p-card encumbrance entries as a placeholder in their OFC reports in early April rather than waiting for April to close allowing departments to manage budgets more efficiently.
• Departments can continue to edit March allocation entries in Works before approver sign off on Apr 15th.
• The final actual financial data is swept from Works for upload to university financial reports on the 16th.
• The encumbrance ‘placeholder’ is reversed exactly as it originally posted.

Options for Managing Department Budgets
Department staff responsible for overseeing budgets and expense can request access to Works for running reports, viewing or editing of transactions by contacting the university p-card administrator.

Works provides spend reports which can be run on demand or scheduled to run automatically for Works users.
- Works +Cycle to Date Detail Report (XLS format) provides transaction detail for the current month.
- Works +Transaction Detail Report or +P-card Sign off Status Report (XLS format) provide transaction detail for the previous month.
- Works reports can be modified by Works users to create custom reports to capture different date ranges, account holders, or fund use.

Roles available for managing p-card expense in Works:
- **Works Reconciler** role allows a staff member to be assigned allocate/edit/sign off transactions for one or more cardholders.
  Reconcilers can run Works reports for accounts assigned to them.
- **Works Scoped Accountant** role will allow the ability to run reports; view and edit transactions in Works before or after Cardholder or Approver sign off.
- **Works Scoped Auditor** role will allow the user to run reports and view transactions detail. No allocation editing of accounting detail is allowed (this is a view only role assigned to expense auditors).

6. **P-Card Information and Assistance**
Cardholders may contact our card provider directly: **Bank of America Cardholder Call Center (24/7) 1-800-300-3084**
- If a card is declined
- To report fraud or suspicious activity regarding their account
- To report lost/stolen cards

**P-Card Forms and References**
Visit the University Purchasing Card information site: [http://vpfa.boisestate.edu/pcard/](http://vpfa.boisestate.edu/pcard/) for links to p-card forms, policy, cardholder and approver guides and references

Send p-card forms to **P-Cardforms@boisestate.edu** or fax to (208)426-1152. The original form should be kept with your department p-card records.

**University P-Card Contacts**

**Anna Pollworth, P-Card Administrator**  Phone: (208) 426-1795  email apollwo@boisestate.edu
For assistance with p-card in general; Works assistance, card program questions/concerns, and training needs.

**Gregory Kunde, Procurement Compliance Specialist**  Phone: (208) 426-2964  email GregoryKunde@boisestate.edu
P-Card audit and compliance issues, gift and award reporting questions/concerns.