



# LEWIS & CLARK COLLEGE PURCHASING CARD PROGRAM

Cardholder, Proxy and Approver Training



# Agenda

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- Lost or Stolen Card
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# Purchase Card Support Team

- **Program Administrators:**

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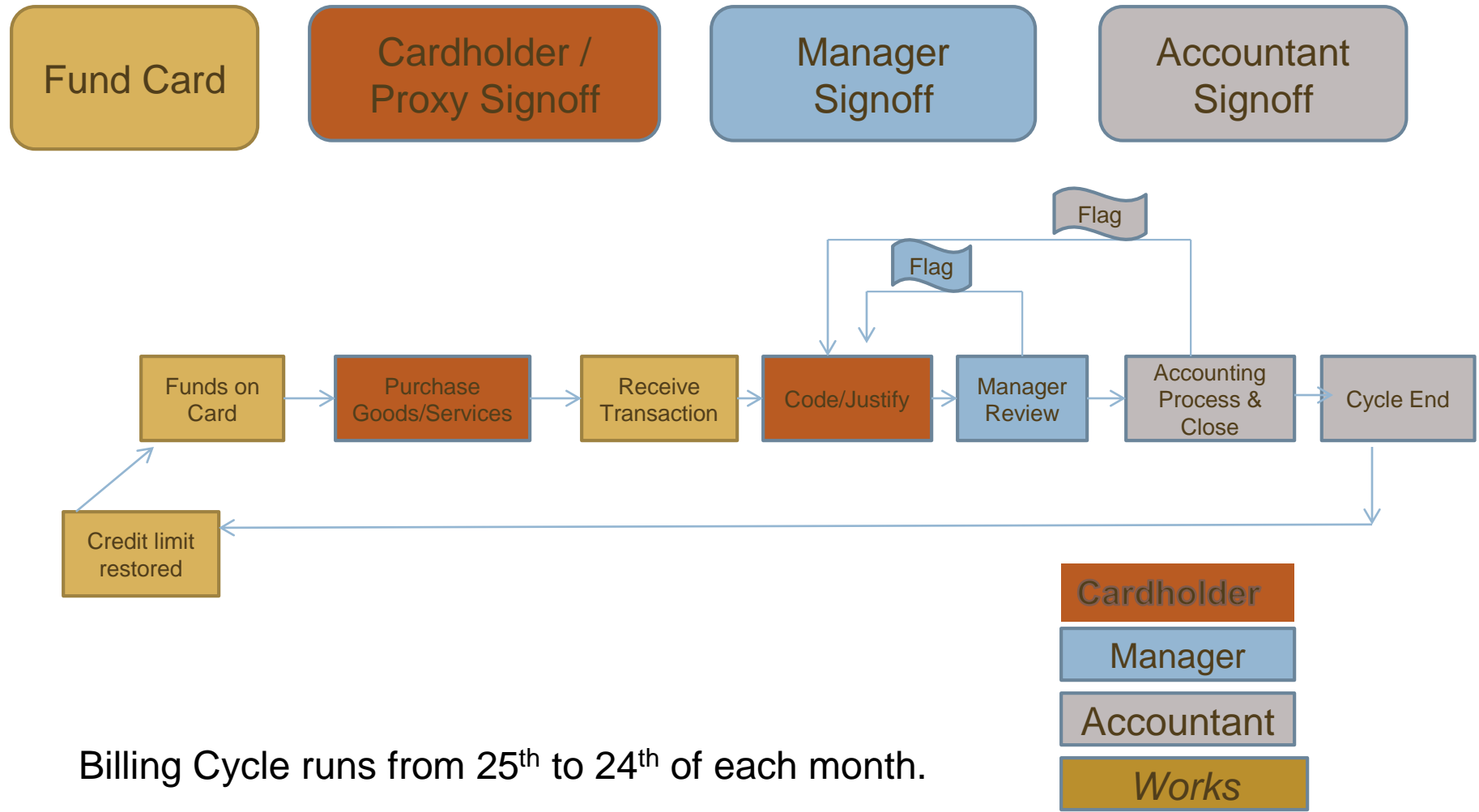
# What has changed for Visa Cardholders?

- The corporate VISA credit card issued by Bank of America to Lewis & Clark College-approved cardholders is now managed in *WORKS*, a web-based application.
- All Card Holders can now use their card for college-approved travel expenses, as well as supply purchases.

# Why Use the L&C Visa Card

- Makes it unnecessary for employees to charge travel expenses against their personal credit cards.
- Reduces paperwork, providing a more economical process to the Department and Business Office by reducing the number of purchase orders, vendor set ups and payments, cash advances and W-9's.
- Allows for online reconciliation and approval of transactions, providing better oversight of credit card purchases by the Department and the Business Office.
- Provides the ability to see and reconcile posted transactions 24/7 from anywhere you have web access.

# Works Flowchart



Billing Cycle runs from 25<sup>th</sup> to 24<sup>th</sup> of each month.

# WORKS for the Cardholder or Proxy

- ❑ After your card has been requested, you will receive a Welcome Email from [worksno-reply@works.com](mailto:worksno-reply@works.com) with login information.

**Do not delete this email.**

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A Notice From The Works Application

John,


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

<https://payment2.works.com/wpm/validate?code=2149031045-48e4e38b6cc94f57c6535cc7117c036>

Your username: jdoe

Your email address: [jdoe1@lclark.edu](mailto:jdoe1@lclark.edu)


# WORKS for the Cardholder or Proxy

- To reconcile transactions log into Works  
<https://payment2.works.com/wpm/bookmark>
- On the home page  tool bar, click on Cardholder, and Transactions Requiring Sign Off
- Review details of each transaction: (See handout)
  - **Select /highlight a transaction (txn)**
  - **Assign a General Ledger # Using the GL Assistant**
  - **Indicate Receipt** and state **Business Purpose for charge**
  - **Sign off**

\*\*\*If the transaction did not leave your queue then it was *not* signed off.



# *WORKS* for the Departmental Approver

- ❑ Once the cardholder or proxy for whom you are the approver has made purchases with their P-card and they have signed off on the transactions, the Approver will be able to log into the *WORKS* application (<https://payment2.works.com>) and sign off on any reconciled transactions.
  - ❑ On the home page  click on Manager /Transactions Requiring Sign Off
  - ❑ Review details of each transaction
  - ❑ You can change the GL that has been allocated, if necessary
  - ❑ FLAG to send it back to the cardholder or Add comments
  - ❑ Sign Off

# Monthly Billing Statements

- Your online billing statement will be available on the 27<sup>th</sup> of each month. You should have signed off on all transactions within 5 business days of the cycle end date. Refer to your handout entitled **Printing Your Visa P Card Billing Statement**. This document also resides on the Purchase Card Program webpage.
- After the approver signs-off to approve your transactions, attach originals of all receipts (>\$25), in transaction order, and submit your statement to the Business Office by the 10th business day after the end of the billing cycle. No receipts are required for transactions under \$25.
- **Failure to submit timely, reconciled monthly statements to the Business Office may result in your Visa card being suspended or cancelled.**

# Timeline

- The billing cycle runs from the 25<sup>th</sup> to the 24<sup>th</sup> of each month.
- Works will send weekly (Thursday) emails to cardholder or proxy and/or the manager alerting them to transactions needing signoff.
- Cardholder or proxy will receive Works email on the 27<sup>th</sup> of the month notifying them that the billing statement is ready to print. In order to have all transactions coded and receipts indicated, you must have your signoffs done before the 27<sup>th</sup>.
- Attach receipts to the printed statement and submit to the Business Office by the deadline on the 10<sup>th</sup> of each month.

# Monthly Billing Statement Tips

- ❑ If you did not use your Visa card during the billing cycle month you will still receive a report but it will be blank. You do not need to submit your statement to the business office.
- ❑ If you did not print your monthly billing statement before it was removed from your task list, follow these steps:
  - Under Reports, Select Reports, Spend Reports
  - Under Report Template drop down
    - Select Choose from all available templates... (at the bottom)
  - Select the Billing Statement for the month that you want Select Finish. Note: Do not make any changes.
  - Select Submit Report
  - Download PDF
  - Open or Save and Print a hard copy

# How to Submit Travel and Expense Reports and Purchase Card Statements

## Travel and Entertainment Report with Balance due to Traveler

Complete One Expense Report as soon as trip is complete. (Note: Do not enter actual amounts paid for meals (except entertainment). Enter the the Per Diem amounts.)

Attached original receipts for Reimbursable Expenses to original Travel & Expense Report and turn into Accounts Payable. Per Diems should be included when appropriate.

Attach a **copy** of the Travel & Expense Report to the monthly Purchase Card Statement along with all P-Card receipts. Include meal receipts purchased on P-card even if using the per diem. (By 10th of Each Month)

## Travel and Entertainment Report with Balance due to College

Complete One Expense Report as soon as trip is complete. (Note: Do not enter actual amounts paid for meals (except entertainment). Enter the the Per Diem amounts.)

Pay balance due at Student Accounts and attach receipt for the payment to the T&E report

Attach original Travel & Expense Report along with original P-card receipts and monthly P-Card Statement (Due By 10th of Each Month)

**Lewis & Clark College**  
**Travel & Entertainment Expense Report**  
*Effective as of June 1, 2013*

Destination : \_\_\_\_\_  
 Dates of Travel: \_\_\_\_\_  
 Purpose of Travel: \_\_\_\_\_  
 Supervisor Travel Authorization: \_\_\_\_\_

Name: \_\_\_\_\_ Mail \_\_\_\_\_  
 Address: \_\_\_\_\_ E-Check \_\_\_\_\_  
 L&C ID # \_\_\_\_\_

<b>TRAVEL:</b>	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Totals
Date:								
Destination:								
Airfare								\$0.00
Auto Mileage @ \$0.57								\$0.00
Taxi, Car Rental								\$0.00
Lodging								\$0.00
Per Diem -Breakfast (see below)								\$0.00
Per Diem -Lunch (see below)								\$0.00
Per Diem -Dinner (see below)								\$0.00
Other								\$0.00
Entertainment (Complete Below)								\$0.00
Totals:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

**ENTERTAINMENT:** (details to support entry above)

Date	Company/Individual	Description, Including Business Purpose	Amount

**Per Diem Meal Rates for Travel Within the US:**

	These Rates in Effect through 12/31/13:				Do not include meals provided by a third party. Do not include meals which could reasonably be eaten at home on the dates of departure or return.
	Breakfast	Lunch	Dinner	Total	
<b>Full Day, High Cost Areas (see below)</b>	<b>12.00</b>	<b>18.00</b>	<b>30.00</b>	<b>60.00</b>	
<b>Full Day, All Other Areas</b>	<b>10.00</b>	<b>15.00</b>	<b>25.00</b>	<b>50.00</b>	

High Cost Metropolitan Areas:  
 Baltimore, Boston, Chicago, New York City, Philadelphia,  
 San Francisco, Seattle, Washington D.C.  
 High Cost States:  
 Alaska and Hawaii

I hereby certify that all expenses on this report were incurred for Lewis & Clark business purposes and conform to the College Travel and Entertainment Policy.

Traveler's signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Authorization:	Date	Reimbursement Summary	
Print Supervisor Name:		Total travel expense from above	\$0.00 (A)
		Items paid with purchasing card:	SEE NOTE *
Account	Amount	Other items paid by College:	
		Airfare (via travel agent)	
		Cash Advance	
		Other	
		Total Paid by College	\$0.00 (B)
		If A > B, Reimbursement due traveler	
		If A < B, Due to College (attach receipt)	

\* This includes meals paid during travel that may not be reflected on this report. The under or overage is usually

# Lost or Stolen Card

- To report a lost or stolen card immediately contact Bank of America at 1-888-449-2273 (24 hours a day, 365 days a year).
- You also need to notify the Business Office once you've reported card status to Bank of America.
  - Program Administrator, Steve Kirkwood x7798

# 4 Take Aways

- Do not delete the Welcome Email.  
Contact Moira Domann if you have not received your Welcome email.
- Your available credit depends upon the monthly approval process. Your purchases must be approved before your full credit limit becomes available again.
- The card is a privilege--you are responsible for managing it appropriately. Do NOT use for personal expenses.
- We are here to help, just ask.