### BANK OF AMERICA PURCHASING CARD PROGRAM

### **NEW USER INTERFACE**

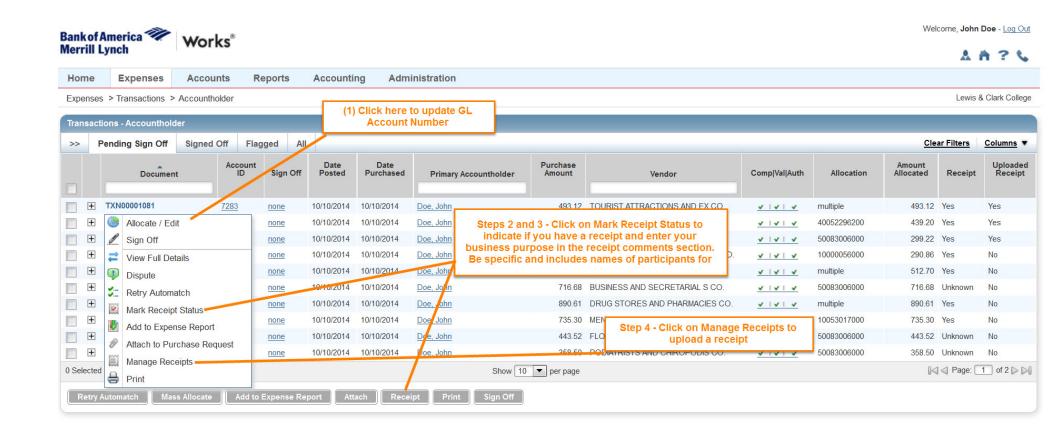
http://bankofamerica.com/worksonline



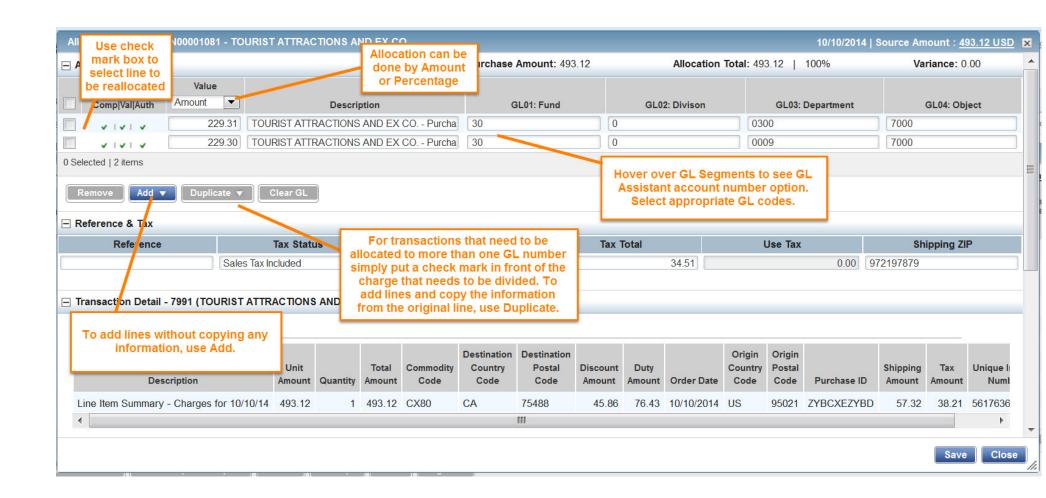


	Expenses	Reports					
Action	ı Items						My Announcements
Action		Acting As Count Type Current Status		tus	No announcements at this time.		
gn Off		Accountholder	1 Exp	ense Report	Pending		
gn Off		Accountholder	7 Trai	nsaction	Pending	Click Here	to Sign off on Transactions
tems		Sho	w 10 ▼ per page		□ □ □ Page: 1 □ □	of 1 D DU	
Accou	ınts Dashboard	Section 1					
Accou							
		Account	Credit Limit	Current Balance		of Credit	
	Account Name	Account	Credit Limit				New Dashboard to see credit limit current balance and additional availability

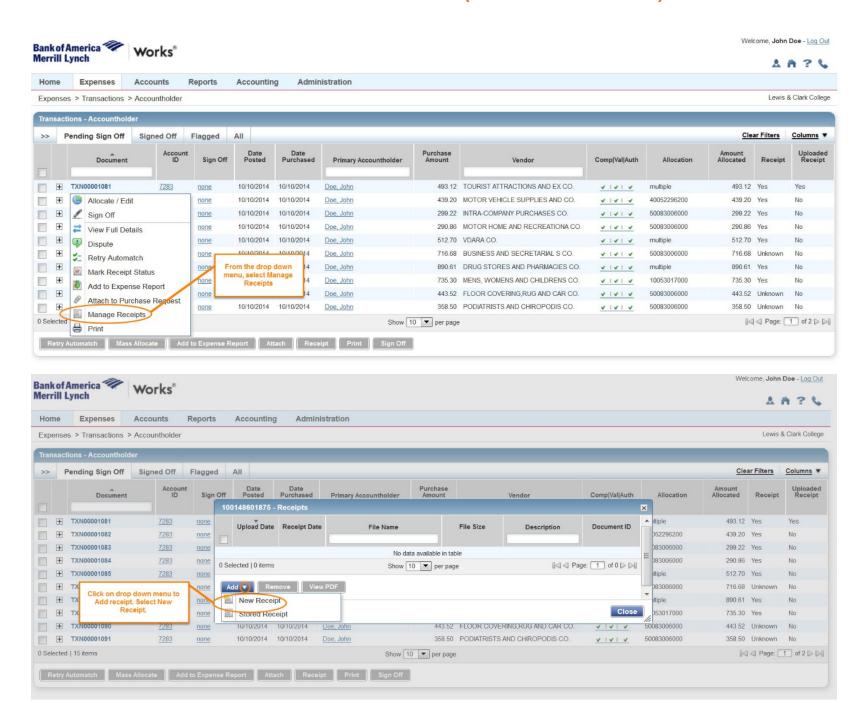
## **HOW TO SIGN OFF ON A TRANSACTION**

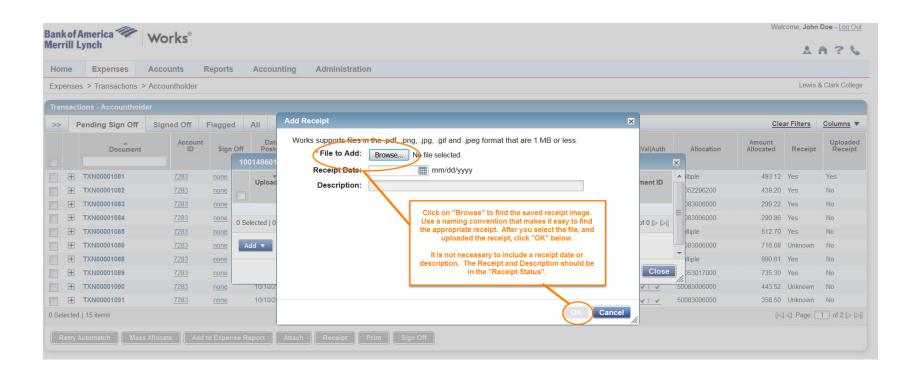


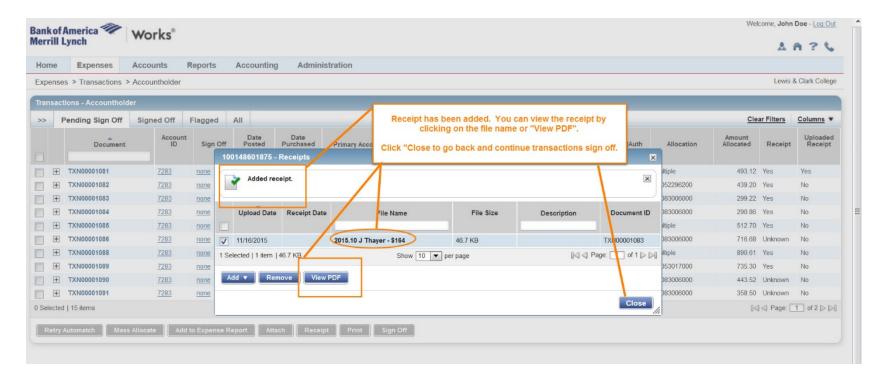
## **GL ALLOCATION**



# **UPLOAD RECEIPTS (New November 2015)**







# **Receipt Comment, Business Purpose and Sign Off**

