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Valparaiso University Procurement Office

Purchase Card Guide For the Account Holder

2024

Getting Started



- You will receive a Welcome Email from Bank of America once your card has been ordered in the system. This email will contain your login information.
- The Procurement Office will notify you by email once your card has arrived in our office.
- **Set up a PIN when activating your card** - It is very important that you set up a PIN when activating your card. Some vendors will require you to put in a PIN # when making a purchase in-store. Make sure it is a # you will remember! Please follow the highlighted instructions on the document your card is attached to upon pick-up. We suggest that you keep this page in a physical or digital file for future reference.
- **The Verification ID** is located on the outside of your envelope, highlighted in yellow.
463831234
- **Using a Purchase Order (PO) vs. Using your PCard** - The rule of thumb here is that if the vendor can provide an invoice for the purchase, you should use a PO.

The Basics for WORKS

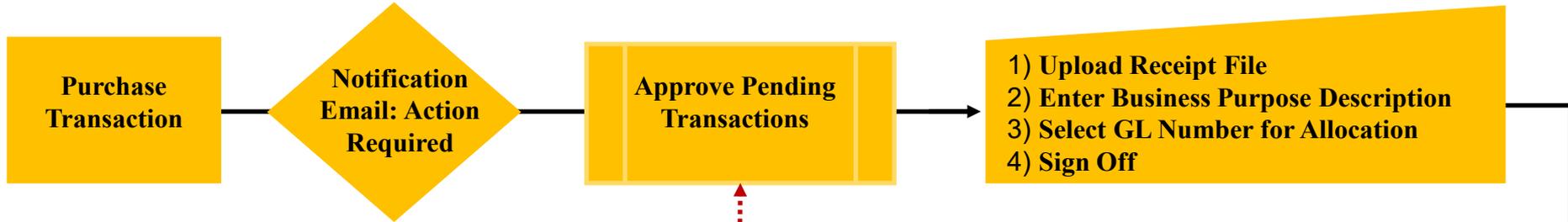


- Please bookmark URL: <https://payment2.works.com/works/>
- Use **Chrome, Firefox, Explorer or Safari** browsers. Other browsers will not have full functionality.
- See Procurement Office www.valpo.edu/procurement/ for policy, forms, cardholder training and additional information.
- Purchases uploaded to Colleague Financial are reported as “cardholder name, vendor name, date, and expense”.
- It is best to approve your transactions on a weekly basis.
- Email notifications of pending transactions are simply a reminder.

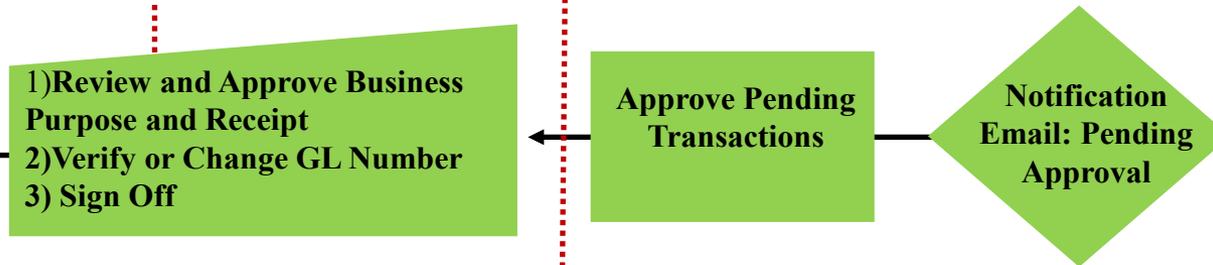
Valparaiso University Procurement Office

Purchase Card System Process Overview

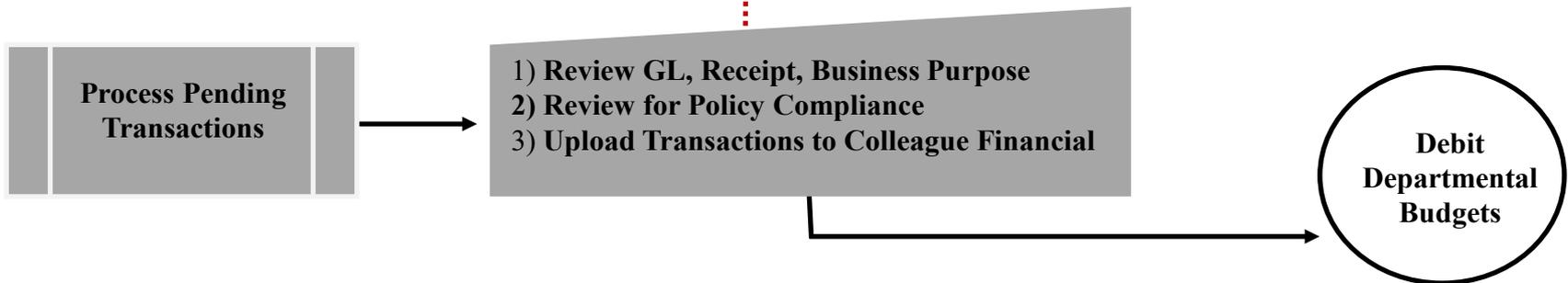
Card Holder



Approver / Proxy



Accountant



Flag Back: Action Required

Flag Back: Action Required



Process Timeline

- Account Holders will approve their purchase transactions.
 - This can be done daily or weekly, and at month-end **no later than the 4th of the next month.**
- Approved transactions move to the supervisor's or proxy's pending status. The approver will review and approve, or flag back to Account Holder.
 - Supervisors: This can be done daily or weekly, and at month-end **no later than the 8th of the next month.**
- Failure to approve transactions on time will result in a late statement occurrence. Valparaiso University's Credit Card Policy allows for two late statements and upon the 3rd occurrence the PCard Account may be closed.
- If flag backs are not signed off by the 15th, your card may be suspended through the end of the month.
- NOTE: If Cardholders have an unauthorized charge or are missing a receipt the Valpo form for this occurrence should be submitted as a file upload to the transaction. Valparaiso University PCard policy and associated forms apply.

Account Holder Steps for Approving Transactions



1. Log into Works - <https://payment2.works.com/works/session>
2. Click on **Pending** from the home page.
3. In the Uploaded Receipt Column Click “NO” to upload receipts. Click **Add**, New Receipt and browse to find the file. No comment or receipt date needed here. “No” will change to “Yes”.
4. You can also “store” receipts in the system until the charge has posted.
5. Click on the “Comp/Val/Auth” link.
 - Verify the GL number, or change if needed and your access permits.
 - Type **Business Purpose Description**. The Business Purpose Description *must state “what, why, who, and dates” about the purchase.*
 - If the description is longer than 64 characters use the “Add Comment” box on the Transaction Tab to continue. Unlimited character space is available in “Add Comment”.
6. After the Receipt Upload, Business Purpose description, and GL Allocation are complete, check the transaction box and click sign off.
7. **Step-by-step screenshot instructions can be found on the Procurement website.**

Electronic Receipt Management



- Original receipts should not be sent to the Finance Office.
- Receipts can be stored in Works.
- Electronic receipts must be in .pdf, .jpg, .png, .gif or .jpeg format and 1mg max.
- Many phone apps are available to “scan” receipts. Some apps used by other cardholders include ***CamScanner, Genius Scan, Microsoft Lens, and Fast Scanner***. Pictures taken with phones also work well.
- Receipts included in an email can be printed to “pdf” and saved.
- **Recommended: Name your Receipt File.** Use a method that makes sense to you and is easy to match the receipt with the transaction, such as file name: DATE and VENDOR name.

File Name Example: Jan 10.2017 Hilton Hotel \$357.35 (PDF, JPEG, GIF)

- If a receipt is lost or missing, complete and upload a Missing Receipt Affidavit Form, which can be found on the Procurement website.

Handling Flagged Transactions



- When a transaction is flagged, it requires a response from the card holder. You may not simply just remove the flag. Please do your best to correct the reason for the flag.
- The reason for the flagged transaction can be found in the comment section. You will have to *add* a comment in order to remove the flag.
- **If flag backs are not signed off by the 15th, your card may be suspended through the end of the month.**
- You will receive an email from BOA when you have one or more flagged transactions, or within 3 days of receiving the flag.

Using the Comment Section



- The comment section can be a useful tool for communicating with the finance department regarding your transactions.
- If the 64 characters allowed in the Business Description area are not enough, you can continue your description in the comment section. (There is no need to repeat what you have already entered-just continue with the rest of the required details.)
- It is OK to leave this section blank, if you do not need it for Business Description purposes, or to communicate with us for some other reason, such as Flag Backs.
- There is no need to type “Approved” or your name and date in this section. Those actions are already noted in other sections. Please do not put something in this area just to fill it in. It is not necessary, and leads to extra time spent on each transaction review.

Approving Supervisor or Proxy-approver



1. Log into Works - <https://payment2.works.com/works/session>
2. Click on **Pending** to be approved from the home page.
3. Open **transaction drop down menu** by hovering over the transaction number.
4. Click on **View Full Details** to verify the GL number, review Receipt and read Business Purpose. View receipt to be sure it matches transaction.
5. If everything is correct, click **Sign Off** .
6. If changes need to be made, click **Flag Transaction** and indicate what information needs to be corrected or added. Flagging a transaction will send it back to the cardholder flagged transaction pending queue to be corrected and signed off again.
7. Step-by-step screenshot instructions can be found on the Procurement website.

Sales Tax Exemption in Indiana



- The university is a tax exempt organization for purchases made in the state of Indiana. However, we still have to pay taxes on prepared food and lodging.
- When making purchases online with your PCard, be sure to investigate the vendor's policy and procedures for tax exempt businesses. Most accounts are individualized to each person's email when creating an account.
- A copy of our Tax Exempt Form and Tax Exempt Procedures for Local Businesses can be found on the Procurement website. You will need to be logged into the Intranet to add the vendor name and address to the form before uploading it onto a vendor's website.
- Transactions with exempt sales tax applied will be flagged.
- If you need help with a tax exempt form for a particular vendor, please email vu.purchasing@valpo.edu with your request.

Lost, Stolen, or Fraud

Create a Cell Phone Contact



- 1) To Report a lost or stolen card immediately contact Bank of America at 1.888.449.2273 (24/7/365).
Verification Number 463831234 for all Valpo Cardholders.
Add this number to your cell phone contacts.
- 2) Also, notify the Procurement Office after you have reported the card status to Bank of America. Contact the Procurement Office at 219.464.5225 or vu.purchasing@valpo.edu.
- 3) Email from: “Bank of America Alert” will include a telephone and Reference number.

A Few Final Thoughts



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- Your full credit limit depends upon the monthly approval by the cardholder and the supervisor.
- Weekly: Please sign off each week. The sooner transactions are signed off, the sooner they will be uploaded to your budget.
- The card is a privilege and a tool the University provides as an efficient way for you to perform your work and must be managed responsibly.
- These ***PowerPoint slides***, as well as ***step-by-step screenshots*** for reconciling your transactions can be found on the Procurement website.
- Contact Terri Stahlhut Terri.Stahlhut@valpo.edu if you need to add a new GL number to the system or have questions regarding your transactions.
- Contact Elizabeth Kadish at vu.purchasing@valpo.edu with general questions or card limit increase requests. *Limit requests should include an amount, a rationale, and a return to original spend date.*