

## Procurement Services

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### WORKS System Procedure

**This procedure is used when another department is providing a GL account number for a University credit card purchase. The account number will be added by the Finance Office.**

- 1) Purchase Cardholder must request prior approval via email to make the purchase and use the GL account number for payment. The reply email must include an authorized signer from the Outside Department and the GL number provided for the purchase. Note: Contact the Procurement office for information on Authorized Signer, if needed.
- 2) Make purchase.
- 3) Upload Receipt and additionally, **upload the approval email** to the transaction in the Works System.
- 4) Input “Business Description” for the transaction in the Works System and use the “ADD COMMENT” box.
- 5) Using the “**ADD COMMENT**” box in the lower right corner of the transaction screen enter the words: “     Name of Other/Outside Department     to provide GL” and include the “**GL Number**”. The comment and approval email will follow the transaction and become a permanent part of the transaction record.
- 6) The Finance Office Accountant will change the GL number for this transaction in the Works System before it is uploaded to Colleague Financial.
- 7) The Outside Department may request that the Purchase Cardholder provide additional information.