

P-CARD PROTECTION

WHAT TO DO WHEN YOU HAVE.....

A Lost/Stolen P-Card

1. Call Bank of America immediately at 1-877-451-4602 to cancel the card and get a replacement card.
2. Notify the P-Card Administrator at x5837 or via email at bamartin@wpi.edu to cancel your card.

Disputes Regarding P-Card Charges

1. Call the Vendor first to resolve the issue. If not resolved, call Bank of America at 1-877-451-4602 and dispute the charge within 60 days.
2. Notify the P-Card Administrator via email.

Fraud

1. If you see charges that you didn't make, you need to call Bank of America immediately at 1-877-451-4602 to cancel the card and report the fraud.
2. Notify the P-Card Administrator via email to internally cancel the card and check for any fraudulent charges.

International Travel

Cardholder **must** notify Bank of America Fraud Department at 1-877-451-4602 when traveling out of the country so that your card will not be suspended during travel if unusual charges are noted.



Keep Your Card Safe

Your card should be kept in a locked, safe location.

Frequently Used Account Numbers

Office Supplies	7111
Janitorial Supplies	7112
Event Supplies	7115
Computer Supplies	7116
Lab Supplies	7117
Uniform Expense	7118
Postage	7131
Express Mail	7132
Stationary	7151
Printing	7152
<u>Equipment <\$5,000 per item</u>	
General Equipment	71810
Lab Equipment	71820
Furniture & Fixtures	71830
Office Equipment	71840
Athletic Equipment	71850
Computers, Media, IT Equipment	71860
Software	71865
<u>Equipment >\$5,000 per item</u>	
General Equipment	79310
Lab Equipment	79320
Furniture & Fixtures	79330
Office Equipment	79340
Athletic Equipment	79350
Computers, Media, IT Equipment	79360
Software	79365
<u>Research Equipment >\$5,000 per item</u>	
Lab Equipment	79400
Computer Equipment	79401
Computer Software	79402
<u>Travel & Related Expenses</u>	
Travel - Domestic	7311
Travel - Foreign	7312
Lodging	7316
Unallowable Costs	7319
Meetings & Conferences	7321
Food	7325



Corporate Purchasing Card

Quick Reference Guide for Using Works

P-Card Program Administrator

Brenda Martin

Phone: 1-508-831-5837

Fax: 1-508-831-5064

Email: bamartin@wpi.edu

Controller

Charlene Bellows

Phone: 1-508-831-5577

Fax: 1-508-831-5064

Email: cbellows@wpi.edu

Bank of America

Fraud Department: 1-877-451-4602

Help with Works: 1-888-589-3473

Customer Service: 1-888-449-2273

Copies of Statements: 1-888-449-2273

Foreign Travel Notification: 1-877-451-4602



Logon to Works

1. Enter the following URL in your address bar: payment2.works.com
2. Enter your logon credentials:
 - WPI E-mail
 - Username (WPI username)
 - Password

You can reset your password by clicking [Forgot Your Password?](#)
3. Click 

2. Enter the item purchased in the description box and add FOAPAL. **The description entered will feed into the document text in Banner.** Please include quantity of items purchased or number of attendees.

3. Add lines, if needed, and choose to allocate by percentage or amount. Verify FOAPAL. After any changes, click **OK**.
4. To submit the transaction to your Manager for review, click . Comments are optional.

These comments do not transfer over to Banner.

Manager Reviewing Transactions

1. Logon to Works and either click the “Sign Off” task link on your home page, or choose “Transactions Requiring Sign Off” in the Manager section of the Left Navigation bar.
2. Click a transaction in the upper section to view the detail in the lower section.
3. The Allocation tab will include the description of items purchased if entered by the cardholder.
4. To approve the transaction, click .
 - The “Table” option can be used to approve multiple transactions

Reconciling and Allocating Transactions

1. Click a transaction in the upper section to view details in the lower section. Click the Allocation tab.

Check the box on the line you wish to allocate and click



Transactions for Grants

TXN00124602 01/09/2014 Vendor: DMI DELL CORP BUS
Card: Glenn Gaudette, Glenn

Description	Unit amount	Quantity	Total amount	Item Commodity Code	Item Product Code
XPS 8700 PCE	\$580.40	1	\$580.40	206	210-AAACE
Premium Phone Support, Ini PCE	\$70.00	1	\$70.00	206	954-1820
McAfee LiveSafe 12 Month S PCE	\$35.59	1	\$35.59	206	461-AAAN

If a description of the purchase is not provided under Purchase Detail as shown above, a receipt for the transaction must be forwarded to Sponsored Research Accounting (20 Trowbridge).

Please contact Heather Bilotta at 508-831-5422 or hbilotta@wpi.edu with any questions.