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 Nun	nbers
Supplies	7111
rial Supplies	7112
Supplies	7115
uter Supplies	7116
pplies	7117
m Expense	7118
10	7121

Office

Janitorial Supplies	7112
Event Supplies	7115
Computer Supplies	7116
Lab Supplies	7117
Uniform Expense	7118
Postage	7131
Express Mail	7132
Stationary	7151
Printing	7152
Equipment <\$5,000 per item	
General Equipment	71810
Lab Equipment	71820
Furniture & Fixtures	71830
Office Equipment	71840
Athletic Equipment	71850
Computers, Media, IT Equipment	71860
Software	71865
Equipment >\$5,000 per item	
General Equipment	79310
Lab Equipment	79320
Furniture & Fixtures	79330
Office Equipment	79340
Athletic Equipment	79350
Computers, Media, IT Equipment	79360
Software	79365
Research Equipment >\$5,000 per item	
Lab Equipment	79400
Computer Equipment	79401
Computer Software	79402
Travel & Related Expenses	
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?



Reconciling and Allocating Transactions

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

General Allocation Purch	se Detail	Signoff History	Dispute		
Bank Transaction	P 1 24435	14211400400602	7171 Come	mentsi	
Purchase I	DI S0051	29871	None		
CRI Reference	e: 10486	9496			
Referen	ei 🦳				
Tax Stat	s: Sales	Tax included +			
Taxable Tot	al: \$3.84				
Sales Tax Tot	ali \$0.00				
Manually Adjust Taxable Tot	ala 🖂				
Use Tax Tot	at: \$0.00				
Vendor I	Di 23393	6700130000			
Vendor Addre	s: MA, 0	2301			
Shipping ZI	Pi 01609				

Check the box on the line you wish to allocate and click Add / Edit

ard: Brenda	Martin Martin, Brenda						
General 4	Allocation Purchase Det	ail Signoff History Vend	or Detail Di	spute			
1	Description +	Category >	Note +	Price +	Tax +	Amount >	C
W.B. M/	SON CO INC Purchase	Unspecified		\$3.84	\$0.00	\$3.84	

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.



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

TXN001290 Card: Bren	XN00129038 03/03/2014 Vendor: WB MASON And: Brenda Martin, Martin, Brenda								
<u>∦</u> General	Allocation	Purchase	Detail	Signoff History	Vendor Detail	Dispute			
	Bank Trans	saction #:	24121	57406156293556	6474	Con	nments:		
	Pur	chase ID:	56293	556647		Bre	nda Martin 03/06/2014		
	CRI R	eference:	116721	1269	<	Sign	ned Off: 3 boxes coffee, 2 boxes hanging folders, 2 boxes manila folders	>	
	R	eference:							
	Ta	ax Status:	Sales 1	ax Included					

These comments do not transfer over to Banner.

Manager Reviewing Transactions

- 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

Sign Off

Transactions for Grants

XN00124602 01/09/2014 Vendor: DMI DELL CORP BUS Iard: Glenn Gaudette Gaudette, Glenn										
General Allocation Purchase Detail Signoff History Vendor Detail Dispute										
Purchase Detail										
Description	Unit amount	Quantity	lotal amount	Item Commodity Code	Item Product Code					
XPS 8700 PCE	\$580.40	. 1	\$580.40	206	210-AACE					
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.