

Full P-Card Service

Department

Submits order request with Shared Services via Smartsheet Intake Form with funding string included.



Shared Services

Makes purchase using P-Card ensuring compliance with university policies and procedures.



Updates (>weekly) BofA Works lines - funding string and business reason.



Reconciles Works statement to receipts (confirm receipt is in folder).



Signs off and submits for approval in Works with Shared Services approver (monthly).

Auditing (shared folder with receipts and statements)