

P-Card Light Service

Department

Places and manages orders with suppliers.

Reviews and approves in Works.

Expense authorizer signature.

Submits funding information file to Shared Services.

Completes internal review.

Auditing (shared folder with receipts and statements)

Downloads receipts from vendors and uploads to shared folder.

Signs off and submits for approval in Works (monthly).

Updates (>weekly) BofA Works lines - funding string and business reason (Shared Services has permissions granted).

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

Shared Services