

University of North Carolina at Chapel Hill  
Department of Classics  
P-Card Accountholder Guidelines

As a P-Card accountholder you are responsible for uploading receipts to the Bank of America Works system so that the office staff can reconcile transactions to the correct source of funds by the monthly deadline. Billing cycles end on the 15<sup>th</sup> of each month and transactions must be reconciled by the 20<sup>th</sup> (or the preceding Friday if the 20<sup>th</sup> falls on a weekend). Please upload receipts to corresponding transactions as soon as the receipt is available. **Receipts must be uploaded by the 16<sup>th</sup> of each month to facilitate timely reconciliation.** If any of your transactions are not reconciled by the deadline because you have not uploaded a receipt, you risk the loss of your P-Card per [policy 1252.2, UNC Procedure on Using a Purchasing Card](#).

Important notes on allowable and non-allowable P-Card charges:

- You may NOT use your P-Card to purchase alcohol.
- You may use your P-Card for in-restaurant dining as long as no alcohol is consumed at the meal.
- Professional membership dues may be purchased with your P-Card. Memberships can be paid for the current year only.
- Conference registration fees are an allowable P-Card charge. When completing the transaction, be sure you are only being charged for the registration fee. You may not use your P-Card to purchase meals, raffle tickets, lodging, or any other conference materials that may be attached to online registration. (The only exception to this rule is a printed copy of abstracts.)

All P-Card policies and procedures can be found on UNC's PolicyStat website:

- [UNC Chapel Hill Procedure on Using a Purchasing Card](#)
- [Purchasing Card Program Handbook](#)
- [UNC Purchasing Card Misuse/Abuse Notification](#)

Instructions on how to upload receipts are listed below. Contact L.E. or Cinnamon if you have any questions about the procedure or P-Card policies.

1. Ensure the transaction you wish to make with your P-Card is allowable and that you will not be charged sales tax.
  - a. A list of allowable charges can be found on the PolicyStat website: <https://unc.policystat.com/policy/6121678/latest/>.
  - b. If you plan to make purchases on Amazon with your P-Card, you will need to register for the Amazon Tax Exemption Program: <https://www.amazon.com/gp/help/customer/display.html?nodeId=202036350>. Ask L.E. for exemption form and numbers.
  
2. Complete transaction and obtain receipt. The receipt must indicate that the transaction was paid or show a zero balance.
  - a. If purchasing an item on Amazon, do not print receipt/invoice right away. Wait until payment information is displayed—this usually occurs around the time of shipment. Below is an example of the correct invoice. The shipping and billing address for packages purchased with your P-Card should be the department address (the address listed on the example below is correct).



**Final Details for Order #111-4160615-5253835**  
[Print this page for your records.](#)

**Order Placed:** March 18, 2019  
**Amazon.com order number:** 111-4160615-5253835  
**Order Total: \$13.84**

**Shipped on March 19, 2019**

<b>Items Ordered</b>	<b>Price</b>
1 of: <i>Mini DisplayPort to DVI, Benfei Mini DP Display Port to DVI (Thunderbolt Compatible) Male to Female Adapter Compatible for ThinkPad SurfacePro PC</i> Sold by: BenfeiDirect ( <a href="#">seller profile</a> ) Condition: New	\$7.85
<b>Shipping Address:</b> Dept. of Classics 212 MURPHEY HALL CB 3145 CHAPEL HILL, NC 27599-3145 United States	Item(s) Subtotal: \$7.85 Shipping & Handling: \$5.99 ----- Total before tax: \$13.84 Sales Tax: \$0.00 -----
<b>Shipping Speed:</b> Standard Shipping	<b>Total for This Shipment: \$13.84</b> -----

**Payment information**

<b>Payment Method:</b> Visa   Last digits: 8158	Item(s) Subtotal: \$7.85 Shipping & Handling: \$5.99 -----
<b>Billing address</b> Dept. of Classics 212 MURPHEY HALL CB 3145 CHAPEL HILL, NC 27599-3145 United States	Total before tax: \$13.84 Estimated tax to be collected: \$0.00 -----
	<b>Grand Total: \$13.84</b>

**Credit Card transactions**      Visa ending in 8158: March 19, 2019: \$13.84

To view the status of your order, return to [Order Summary](#).

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- 3. Upload the receipt to the [Works system](#) once the transaction posts.
  - a. You can upload receipts before the transaction posts by using the Receipts option under the Expenses tab. You can store PDFs in the receipt section and upload them to transactions once they post. Ask L.E. if you want more instruction or details about this option.

The screenshot shows the Bank of America Merrill Lynch Works interface. At the top, there are navigation tabs: Home, Expenses, and Reports. The Expenses tab is selected, and a dropdown menu is open, showing options: Transactions, Purchase Requests, and Receipts. The Receipts option is highlighted. Below the navigation, there is a table with columns: Action, Acting As, Count, Type, and Current Status. The table contains one row: Sign Off, Accountholder, 6, Transaction, Pending. Below the table, there is a section for Accounts Dashboard with a table of account information.

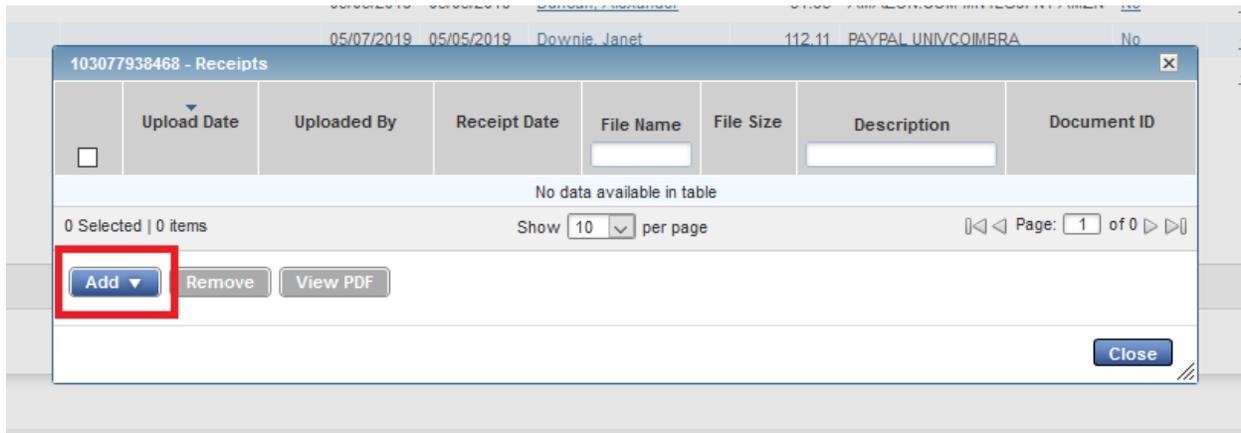
Account Name	Account ID	Credit Limit	Current Balance	Available Spend	Available Credit
ALEXANDER DUNCAN	3270	5,000.00	31.95	4,968.05	4,968.05
JAMES B RIVES	8158	5,000.00	396.21	4,675.79	4,603.79
JAMES J OHARA	9999	5,000.00	0.00	5,000.00	5,000.00
JANET DOWNIE	8736	5,000.00	292.11	4,886.77	4,707.89
JENNIFER GATES-FOSTER	6004	5,000.00	0.00	4,892.50	5,000.00
PATRICIA A ROSENMEYER	7707	5,000.00	0.00	5,000.00	5,000.00
ROBERT G BABCOCK	2892	5,000.00	0.00	5,000.00	5,000.00
SUZANNE LYE	5890	5,000.00	0.00	5,000.00	5,000.00

- b. If you want to upload a receipt to a specific transaction, navigate to your pending transactions, click on the transaction number, and select 'Manage Receipts'.

The screenshot shows the Bank of America Merrill Lynch Works interface. At the top, there are navigation tabs: Home, Expenses, and Reports. The Expenses tab is selected, and a dropdown menu is open, showing options: Transactions, Purchase Requests, and Receipts. The Receipts option is highlighted. Below the navigation, there is a section for Transactions - Accountholder. The page shows a list of transactions with columns: Document, Account ID, Sign Off, Flagged, Comments, Date Posted, Date Purchased, and Primary Accountholder. A context menu is open over the first transaction, showing options: Allocate / Edit, Sign Off, View Full Details, Dispute, Retry Automatch, Attach to Purchase Request, and Manage Receipts. The Manage Receipts option is highlighted.

Document	Account ID	Sign Off	Flagged	Comments	Date Posted	Date Purchased	Primary Accountholder
TXN01032018	8158	none			05/01/2019	04/29/2019	Rives, James
TXN01033511	8158	none			05/06/2019	05/03/2019	Rives, James
TXN01033780	8158	none			05/06/2019	05/04/2019	Rives, James
					05/06/2019	05/05/2019	Duncan, Alexander
					05/07/2019	05/05/2019	Downie, Janet
					05/07/2019	05/07/2019	Downie, Janet

- c. After selecting 'Manage Receipts', the following window will pop up. Click the 'Add' button and then click the 'New Receipt button'. Browse your computer and select the PDF you would like to upload.



4. After selecting the PDF you wish to upload to the transaction, **enter the source of funds** you want to charge **and justification** for purchase in the description field. This field is limited to 50 characters.  
 Example: "Books for research. Charge startup funds." OR "Professional membership. Charge Promotion funds."
5. Click 'Okay' after uploading and then click 'Close' to exit the pop up window.
6. Repeat with additional receipts as necessary.
7. Do NOT sign off on any of your transactions before or after you upload your receipts. This will restrict the office staff's ability to edit the source of funding and will delay reconciliation.