

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

As a P-Card account holder 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 15th of each month and transactions must be reconciled by the 20th (or the preceding Friday if the 20th falls on a weekend). Please upload receipts to corresponding transactions as soon as the receipt is available. **Receipts must be uploaded by the 16th 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](#)

Instructions on how to upload receipts are listed below. Contact office staff 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 in the 'UNC Procedure on Using a Purchasing Card'.
 - 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>. You will need to download the following documents which can be found on UNC's Finance and Budget website: <https://finance.unc.edu/services/tax-exempt-status-letter/>
 - i An IRS certification that UNC is a tax-exempt entity for business purposes
 - ii A tax-exemption letter for business partners that includes UNC's sales tax exemption number
 - c. Once you sign in, you'll be guided through all the steps you'll need to take to activate your account.
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

Items Ordered

	Price
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>	\$7.85
Sold by: BenfeiDirect (seller profile)	

Condition: New

Shipping Address:

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

Shipping Speed:

Standard Shipping

Total for This Shipment: \$13.84

Payment information

Payment Method:

Visa | Last digits: 8158

Item(s) Subtotal:	\$7.85
Shipping & Handling:	\$5.99

Billing address

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

Grand Total: \$13.84

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 office staff if you want more instruction or details about this option.

Bank of America Merrill Lynch Works

Home | Expenses | Reports

Transactions
Purchase Requests
Receipts

Upload Receipts

Action	Acting As	Count	Type	Current Status
Sign Off	Accountholder	6	Transaction	Pending

1 item | Show 10 per page | Page: 1 of 1

Accounts Dashboard

In Scope

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 DOWNE	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

8 items | Show 10 per page | Page: 1 of 1

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

Bank of America Merrill Lynch Works

Home | Expenses | Reports

Expenses > Transactions > Accountholder

Transactions - Accountholder

<< Pending Sign Off | Signed Off | Flagged | All

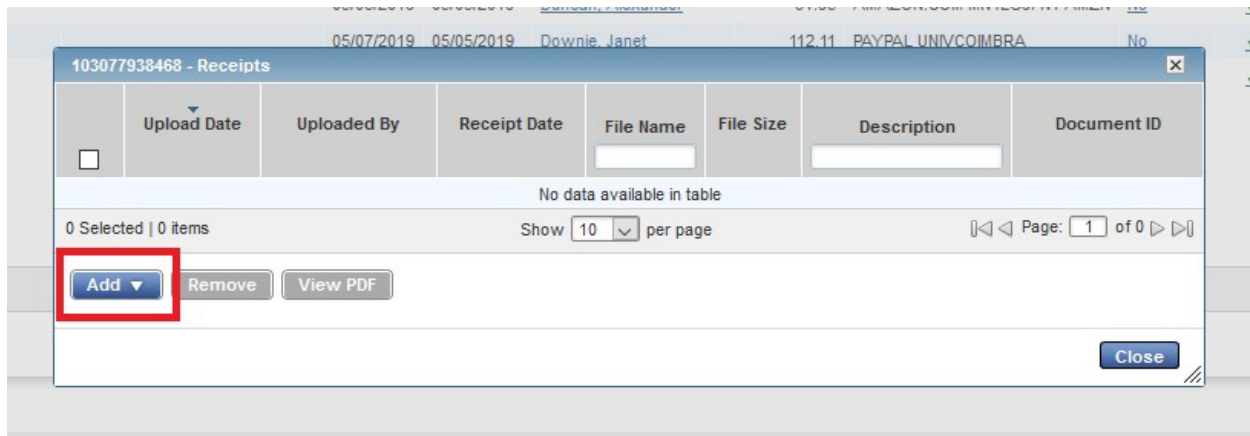
Advanced Filter

Document	Account ID	Sign Off	Flagged	Comments	Date Posted	Date Purchased	Primary Accountholder	Pur An
<input type="checkbox"/> TXN01032018	8158	none			05/01/2019	04/29/2019	Rives, James	
<input type="checkbox"/> TXN01033511	8158	none			05/06/2019	05/03/2019	Rives, James	
<input type="checkbox"/> TXN01033780	8158	none			05/06/2019	05/04/2019	Rives, James	
<input type="checkbox"/>					05/06/2019	05/05/2019	Duncan, Alexander	
<input type="checkbox"/>					05/07/2019	05/05/2019	Downie, Janet	
<input type="checkbox"/>					05/07/2019	05/07/2019	Downie, Janet	

0 Selected | 6 items | Show 50 per page

Retry Automatch | Mass Allocate | Attach | Print | Sign Off | Upload Receipt

- iii After selecting 'Manage Receipts', the following window will pop up.



- iv Click the 'Add' button
- v Click the 'New Receipt button' and browse your computer to select the PDF you would like to upload.
- vi After selecting the PDF you wish to upload to the transaction, **enter a description of the purchase(s)** in the description field. This field is limited to 50 characters.

Example: "Books for research on Horace." OR "Samsung monitor." If it is one book the title can be included.

- vii Click 'Okay' after uploading and then click 'Close' to exit the pop-up window.

4. Add justification and funding source to the comment box.

- a. Under the Transaction tab, click on the 'Add Comment' link located to the right of the 'Comments' heading.
- b. Click 'OK.' (This field is not limited in size.)

Example: "Use startup funds. Large screen to visualize large spatial datasets in the mapping software platforms I use in my research and teaching."

5. Repeat for each transaction including receipts and justifications as necessary.

*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.