PCard Processing of Items over $1,999

Inventory Control Review of Purchases Exceeding $1,999 (asset tagging):

Boise State Inventory Control will review and contact Engr. cardholders/approvers for copies of receipts or additional detail as needed.

To simplify expense review, please upload your itemized receipts to Works for transactions exceeding $1,999. Please include your approval to purchase form along with your receipt (in-house Engr. requisition form.) This will allow quick review by Inventory Control and it will also provide improved visibility for your department PCard approvers and accountants.

It's easy to upload receipts. Please view the attached Works quick guide. If you need assistance, please feel free to contact Anna Pollworth.

Expense Coding for Purchases Exceeding $1,999:

If purchase exceeds $1,999 for multiple small dollar supply items, identify it in Works as a multiple supply purchase and use expense code that does not end in "25" (Example: Multiple supply items use 574100 lab supplies.)

If purchase exceeds $1,999 for a single unit item, identify the item purchased in Works and use an expense code ending in "25" (Example: Single item lab supply with unit cost over $1,999, use 574125). The expense codes below have been added to your Works profile:

541025 Office Supp/Equip with unit cost $2000 - $4999
542025 Office Furniture with unit cost - $2000 - $4999
558025 Computer Equipment with unit cost $2000 - $4999
571025 Minor Tools with unit cost $2000 - $4999
572025 Educational Equipment with unit cost $2000 - $4999
573525 Photographic & Video Equipment with unit cost $2000 - $4999
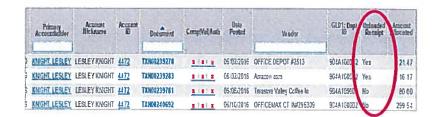574025 Recreational Equipment with unit cost $2000 - $4999
574125 Medical & Laboratory Equipment with unit cost $2000 - $4999
574925 Other Equipment with unit cost $2000 - $4999

Upload a Receipt to Works (Cardholder or Reconciler role)

Uploaded receipts can be viewed by cardholders, reconcilers, approvers and Works accountants. You can add multiple receipts to a single transaction, you can store receipts in Works to add later, and you can remove receipts if you attach the wrong one.
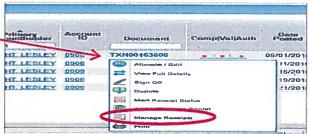
Once a receipt is uploaded to Works and attached to a transaction, you'll see a 'Yes' in the **Uploaded Receipt** column.

To add a receipt to a transaction:

Go to the Works Transactions > Accountholder screen (Either select from Works menu: Expenses > Transactions > Accountholder or just click on the transactions 'pending sign off' from home page)
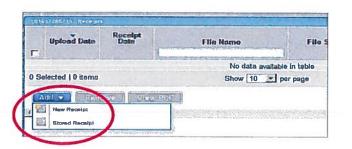
Select the **Document (TXN)** number.
Select **Manage Receipts** option.

Receipts window appears:

Select Add and then select either "New Receipt" or "Stored Receipt".

- New receipt would be a document stored on your computer.
- Stored receipts is an unattached receipt you've already uploaded to Works.
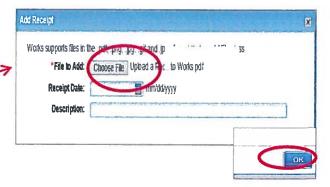

To add a New Receipt:

Select Choose File to view your desktop files and select your saved receipt by double-clicking (should be pdf, png, jpg or jpeg format at 1 MB or less)

The receipt will be added. *(You'll see the receipt name appear next to 'Browse' as confirmation once it's added to Works).

Receipt date and description can be added in the boxes below (Receipt Date/Description entry is optional)

Select Ok to complete

Option: Receipts can be stored in Works and attached to transactions later (receipts usually arrive before the transaction posts so this is a good method to manage receipts).
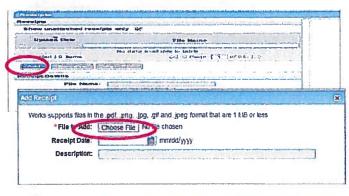
To store a receipt in Works to add later:

Select Expenses/Receipts

Select **Add/Choose File** and select the document you'd like to add.

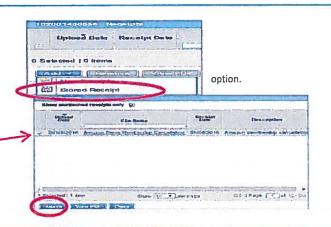Enter receipt date and description to help you identify it later.

Select OK to complete.

To add a **Stored Receipt** to a transaction.

Follow the same steps shown above to attach a receipt:

Select the **Document (TXN)** number. Select **Manage Receipts** option.

Select **Add/Stored Receipt**

- Select the stored receipt to attach from options displayed.
- Select **Attach** to complete.
  (You can also opt to view the receipt, or close)

To remove an uploaded receipt from a transaction:

From the **Add Receipt** Window:

Check the box next to the receipt name

Select **Remove-**

Confirmation field appears, select **OK** to complete