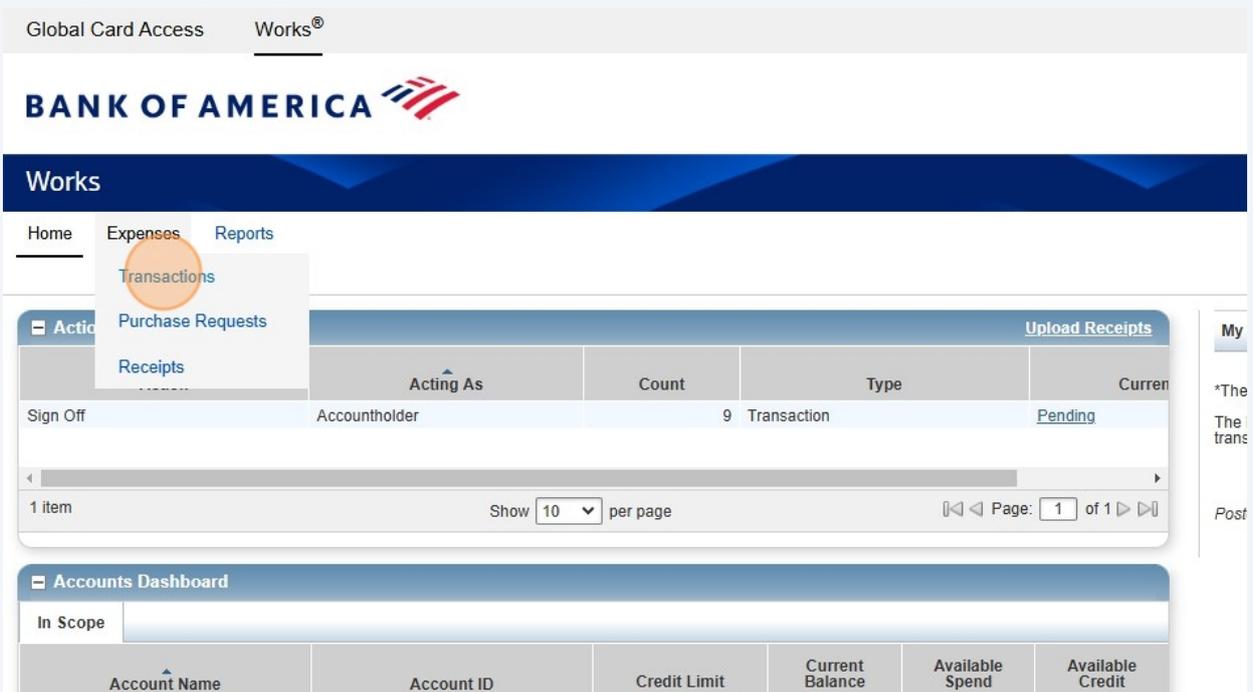# P-Cardholder Supervisors / Department Heads for Department Cards: How to Review and Sign Off

This guide is for P-Cardholder Supervisors and Department Heads for Department Cards. This guide will walk through the steps to review and sign off on the transactions.

1   Navigate to Bank of America Works and login

2   Click on the Expense menu header, then click "Transactions"

3 Click on the Pending Sign Off tab then click on the plus button next to the date range.

4 Click on the calendar icon

5 Select Month-to-Date or other date range option

6 Click "OK"

7 Click the "Retain settings" field.

8 Click Search

⚠️ Review the transactions.

The P-Cardholder or P-Card Manager has already allocated the transaction (entered the appropriate Fund, Function, Cost Center, GL Class and Object), entered the business reason and any comments, uploaded the receipt (and any approval or supporting documentation) and signed off.

Review to ensure the correct allocation has been entered, a valid receipt and any required approval or supporting documentation has been attached, and that the business reason and any comments are completed and accurate.

Review all transactions to verify that individual and departmental P-Card use complies with all State of Idaho and Institutional policies, procedures, and provisions of the P-Card Program.

If any information is missing or inaccurate, do not sign off. Advise the P-Cardholder or P-Card Manager to make the corrections. You may also choose to make the corrections yourself. Once corrections have been made, review corrected transactions and sign off.

Note that corrections to Fund, Function, Cost Center, GL Class and Object must be corrected before the Sweep. If not, contact the Controller's Office to determine if a change can be made before upload to Colleague.

⚠️ If there is not sufficient time for a correction related to a missing receipt or approval document, or correction of incorrectly charged tax, the approver may add a comment and sign off.

Add a comment to the transaction regarding what needs to be corrected. For example: missing receipt, missing IT approval, tax incorrectly charged.

Sign off on the transaction and communicate the required corrections to the P-Cardholder or P-Card Manager.

When the receipts or approval documentation have been obtained, the P-Cardholder or P-Card Manager will email it to Purchasing along with the transaction information. Purchasing can upload documents to transactions in prior months.

The P-Cardholder or P-Card Manager will contact the vendor to credit back tax incorrectly charged, and the credit will generally post the following month.

9 The P-Cardholder or Department P-Card Manager has already signed off on transactions that are pending for your sign off. Review the "Sign Off AH Date" and "Sign Off AH Name" columns to view the name of individual who signed off and date.

10 Review the allocation to ensure it is complete and accurate.

> ⓘ To determine the correct expense object, review the Expense Object list on the
> Accounts Payable site:
> **https://www.lcsc.edu/controllers-office/accounts-payable**

11 Review the Uploaded Receipt column. Transactions with a Yes in this column do
have a receipt uploaded, transactions with a No, do not.

	Date Posted	Date Purchased	Purchase Amount	Vendor	Comp|Val|Auth	Allocation	Amount Allocated	Sign Off AH Date	Sign Off AH Name	Sign Off APR Date	Sign Off APR Name	Uploaded Receipt
												All ▾
ne	10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC # 101078	✔ | ✔ | ✔	10-01-037101-5-5720	453.12					Yes
ne	10/25/2024	10/22/2024	175.78	ODP BUS SOL LLC # 101078	✔ | ✔ | ✔	11-08-863603-5-5720	175.78					Yes
ne	10/25/2024	10/22/2024	62.97	ODP BUS SOL LLC # 101078	✔ | ✔ | ✔	10-10-906101-5-5720	62.97					No
ne	10/28/2024	10/25/2024	125.67	ODP BUS SOL LLC # 101078	✔ | ✔ | ✔	32-30-977902-5-5720	125.67					No
ne	10/28/2024	10/23/2024	49.60	ODP BUS SOL LLC # 101078	✔ | ✔ | ✔	10-10-906104-5-5720	49.60					No
ne	10/28/2024	10/26/2024	88.18	ODP BUS SOL LLC # 101078	✔ | ✔ | ✔	10-09-876101-5-5720	88.18					No
ne	10/28/2024	10/23/2024	4.46	ODP BUS SOL LLC # 101078	✔ | ✔ | ✔	10-10-918102-5-5720	4.46					No
ne	10/28/2024	10/25/2024	25.65	ODP BUS SOL LLC # 101078	✔ | ✔ | ✔	10-09-876101-5-5720	25.65					No
ne	10/28/2024	10/25/2024	30.37	ODP BUS SOL LLC # 101078	✔ | ✔ | ✔	10-08-852101-5-5720	30.37					No

Clear Filters   Columns ▾

Show [250 ▾] per page |◁ ◁ Page: [1] of 1 ▷ ▷|

12 Click on the Yes to view the receipt(s) and business reason attached to each transaction.

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Clear Filters | Columns ▼

gn ff	Date Posted	Date Purchased	Purchase Amount	Vendor	Comp|Val|Auth	Allocation	Amount Allocated	Sign Off AH Date	Sign Off AH Name	Sign Off APR Date	Sign Off APR Name	Uploaded Receipt
												All ⌄
ne	10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC # 101078	✓ | ✓ | ✓	10-01-037101-5-5720	453.12					Yes
ne	10/25/2024	10/22/2024	175.78	ODP BUS SOL LLC # 101078	✓ | ✓ | ✓	11-08-863603-5-5720	175.78					Yes
ne	10/25/2024	10/22/2024	62.97	ODP BUS SOL LLC # 101078	✓ | ✓ | ✓	10-10-906101-5-5720	62.97					No
ne	10/28/2024	10/25/2024	125.67	ODP BUS SOL LLC # 101078	✓ | ✓ | ✓	32-30-977902-5-5720	125.67					No
ne	10/28/2024	10/23/2024	49.60	ODP BUS SOL LLC # 101078	✓ | ✓ | ✓	10-10-906104-5-5720	49.60					No
ne	10/28/2024	10/26/2024	88.18	ODP BUS SOL LLC # 101078	✓ | ✓ | ✓	10-09-876101-5-5720	88.18					No
ne	10/28/2024	10/23/2024	4.46	ODP BUS SOL LLC # 101078	✓ | ✓ | ✓	10-10-918102-5-5720	4.46					No
ne	10/28/2024	10/25/2024	25.65	ODP BUS SOL LLC # 101078	✓ | ✓ | ✓	10-09-876101-5-5720	25.65					No
ne	10/28/2024	10/25/2024	30.37	ODP BUS SOL LLC # 101078	✓ | ✓ | ✓	10-08-852101-5-5720	30.37					No

13 Click "Receipt" , then "View Receipt" to view the receipt. The receipt will open in a separate window.

Signed Off | Flagged | All

			Document	Primary Accountholder	Account ID	Sign Off	Date Posted	Date Purchased	Purchase Amount	Vendor	Comp|Val|Auth	A
2024		☐										
		☐ ⊞	TXN0000...									
⤵	☐ ⊞	TXN000										

104936060075 - Receipts

	Upload Date	Uploaded By	Receipt Date	File Name	File Size	Description	Docum
☐							
☑	10/30/2024	Depot, Office	10/16/2024	Receipt	185.3 KB	Office supplies for Bob	TXN000

1 Selected | 1 item | 185.3 KB

📎 View Receipt
✏ Edit

|◁ ◁ Page: 1 of 1

Add ▼ | Remove | View PDF

Show 250 ⌄ per page

Allocate | Attach | Print | Sign Off | Upload Receipt

14 Review the business reason entered in the receipt description. The business reason must include a description of what the purchase was and who it was for.

Click Close.

15 Review the Comments column for any comments added to transactions. Comments are not required but may be entered to add additional information relevant to the transaction.

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Sign Off	Date Posted	Date Purchased	Purchase Amount	Vendor	Comp|Val|Auth	Allocation	Amount Allocated	Comments
	10/03/2024	09/30/2024	121.48	ODP BUS SOL LLC # 101078	✔ | ✔ | ✔	10-01-037105-5-5720	121.48	389738167001 (more)
	10/04/2024	10/01/2024	7.10	ODP BUS SOL LLC # 101078	✔ | ✔ | ✔	10-01-037105-5-5720	7.10	389738168001 (more)
	10/07/2024	10/04/2024	20.63	ODP BUS SOL LLC # 101078	✔ | ✔ | ✔	10-09-876101-5-5720	20.63	389922547001 (more)
	10/07/2024	10/02/2024	14.59	ODP BUS SOL LLC # 101078	✔ | ✔ | ✔	10-01-230104-5-5720	14.59	387426163001 (more)
	10/07/2024	10/03/2024	93.82	ODP BUS SOL LLC # 101078	✔ | ✔ | ✔	10-09-876101-5-5720	93.82	389922546001 (more)
	10/07/2024	10/03/2024	38.81	ODP BUS SOL LLC # 101078	✔ | ✔ | ✔	32-30-977902-5-5720	38.81	384138374001 (more)
	10/07/2024	10/03/2024	98.55	ODP BUS SOL LLC # 101078	✔ | ✔ | ✔	10-01-230104-5-5720	98.55	387426156001 (more)
	10/07/2024	10/02/2024	87.89	ODP BUS SOL LLC # 101078	✔ | ✔ | ✔	11-08-863603-5-5720	87.89	386747336001 (more)
	10/07/2024	10/03/2024	31.99	ODP BUS SOL LLC # 101078	✔ | ✔ | ✔	10-09-876101-5-5720	31.99	389922531001 (more)
	10/07/2024	10/04/2024	487.71	ODP BUS SOL LLC # 101078	✔ | ✔ | ✔	10-09-876101-5-5720	487.71	389922545001 (more)
	10/07/2024	10/04/2024	40.69	ODP BUS SOL LLC # 101078	✔ | ✔ | ✔	10-01-230104-5-5720	40.69	389927878001 (more)
	10/10/2024	10/08/2024	98.21	ODP BUS SOL LLC # 101078	✔ | ✔ | ✔	20-01-318269-5-5720	98.21	386226154001 (more)
	10/11/2024	10/09/2024	79.36	ODP BUS SOL LLC # 101078	✔ | ✔ | ✔	35-30-986915-5-5720	79.36	389368767001 (more)

⚠️ After reviewing all transactions, P-Cardholder Supervisor or Department Heads for Department Cards must sign off on them.

Note that transactions can be signed off individually, or multiple can be selected and signed off at the same time.

16 To sign off on a single transaction, select the transaction and click on the drop down arrow.

Works

Home   Expenses   Reports

Expenses > Transactions > Accountholder

Transactions - Accountholder

<<	Pending Sign Off	Signed Off	Flagged	All

Advanced Filter

			Document	Primary Accountholder	Account ID	Sign Off	Date Posted	Date Purchased	Purchase Amount	Vendor
☐	⊞		TXN00094911 ▼	Depot, Office	1862	none	10/24/2024	10/21/2024	8.89	ODP BUS SOL LLC #
☐	⊞		TXN00094949	Depot, Office	1862	none	10/25/2024	10/22/2024	87.15	ODP BUS SOL LLC #
☐	⊞		TXN00094951	Depot, Office	1862	none	10/25/2024	10/22/2024	189.89	ODP BUS SOL LLC #
☐	⊞		TXN00094952	Depot, Office	1862	none	10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC #
☐	⊞		TXN00094974	Depot, Office	1862	none	10/25/2024	10/22/2024	175.78	ODP BUS SOL LLC #
☐	⊞		TXN00094975	Depot, Office	1862	none	10/25/2024	10/22/2024	62.97	ODP BUS SOL LLC #
☐	⊞		TXN00094990	Depot, Office	1862	none	10/28/2024	10/25/2024	125.67	ODP BUS SOL LLC #
☐	⊞		TXN00095001	Depot, Office	1862	none	10/28/2024	10/23/2024	49.60	ODP BUS SOL LLC #
☐	⊞		TXN00095007	Depot, Office	1862	none	10/28/2024	10/26/2024	88.18	ODP BUS SOL LLC #
☐	⊞		TXN00095016	Depot, Office	1862	none	10/28/2024	10/23/2024	4.46	ODP BUS SOL LLC #

Advanced Filter options:
- ⊟ Date - 10/01/2024 - 10/29/2024
  - 10/01/2024 - 10/29/2024
  - ☑ Retain settings
- ⊞ Account - All
- ⊞ Purchase Request - All
- ⊞ Amount Range - All
- ⊞ Dispute Status - All
- ⊞ Account Status - All
- ⊞ Allocation Complete - All
- ⊞ Allocation Valid - All
- ⊞ Allocation Authorized - All

17 Click "Sign Off"

Transactions - Accountholder

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

Advanced Filter

			Document	Primary Accountholder	Account ID	Sign Off	Date Posted	Date Purchased	Purchase Amount	Vendor
☐ Date - 10/01/2024 - 10/29/2024 ↺		☐								
10/01/2024 - 10/29/2024 ▦	☐		TXN00094911	Depot, Office	1862	none	10/24/2024	10/21/2024	8.89	ODP BUS SOL LLC #
☑ Retain settings	☐	⊞	🕒 Allocate / Edit		2	none	10/25/2024	10/22/2024	87.15	ODP BUS SOL LLC #
⊞ Account - All ↺	☐	⊞	✏ Sign Off		2	none	10/25/2024	10/22/2024	189.89	ODP BUS SOL LLC #
⊞ Purchase Request - All ↺	☐	⊞	⇄ View Full Details		2	none	10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC #
⊞ Amount Range - All ↺	☐	⊞	💲 Dispute		2	none	10/25/2024	10/22/2024	175.78	ODP BUS SOL LLC #
⊞ Dispute Status - All ↺	☐	⊞	⋮≡ Retry Automatch		2	none	10/25/2024	10/22/2024	62.97	ODP BUS SOL LLC #
⊞ Account Status - All ↺	☐	⊞	📎 Attach to Purchase Request		2	none	10/28/2024	10/25/2024	125.67	ODP BUS SOL LLC #
⊞ Allocation Complete - All ↺	☐	⊞	📜 Manage Receipts		2	none	10/28/2024	10/23/2024	49.60	ODP BUS SOL LLC #
⊞ Allocation Valid - All ↺	☐	⊞	🖨 Print		2	none	10/28/2024	10/26/2024	88.18	ODP BUS SOL LLC #
⊞ Allocation Authorized - All ↺	☐	⊞	TXN00095016	Depot, Office	1862	none	10/28/2024	10/23/2024	4.46	ODP BUS SOL LLC #
	☐	⊞	TXN00095021	Depot, Office	1862	none	10/28/2024	10/25/2024	25.65	ODP BUS SOL LLC #
Search Reset	☐	⊞	TXN00095035	Depot, Office	1862	none	10/28/2024	10/25/2024	30.37	ODP BUS SOL LLC #

18 Enter any comments

| Flagged | All |

		Document	Primary Accountholder						p|Val|Auth	Allocation
☐				**Confirm Sign Off**				✕		
☐	⊞	TXN00094911	Depot, Office	Sign off 1 transaction(s).					I ✔ I ✔	11-01-038601-5-572
☐	⊞	TXN00094949	Depot, Office	Comments:					I ✔ I ✔	10-10-918102-5-572
☐	⊞	TXN00094951	Depot, Office						I ✔ I ✔	11-08-863603-5-572
☐	⊞	TXN00094952	Depot, Office						I ✔ I ✔	10-01-037101-5-572
☐	⊞	TXN00094974	Depot, Office						I ✔ I ✔	11-08-863603-5-572
☐	⊞	TXN00094975	Depot, Office						I ✔ I ✔	10-10-906101-5-572
☐	⊞	TXN00094990	Depot, Office						✔ I ✔	----5720
☐	⊞	TXN00095001	Depot, Office						I ✔ I ✔	----5720
☐	⊞	TXN00095007	Depot, Office						I ✔ I ✔	----5720
☐	⊞	TXN00095016	Depot, Office			**OK** **Cancel**	I ✔ I ✔			----5720
☐	⊞	TXN00095021	Depot, Office	1862	none	10/28/2024	10/25/2024	25.65 ODP BUS SOL LLC # 101078	✗ I ✔ I ✔	----5720

19 Click "OK"

20 To sign off on multiple transactions, locate the transactions you want to sign off and click the checkbox to the left of the transaction.

21 Once you have checked the transactions that you want to sign off on, click the Sign Off button.

		10/01/2024 - 10/29/2024 ▦							
	☑	Retain settings							
☐									
⊞ Account - All	↺	☑ ⊞ TXN00094949	Depot, Office	1862	none	10/25/2024	10/22/2024	87.15	ODP BUS SOL LLC #
⊞ Purchase Request - All	↺	☑ ⊞ TXN00094951	Depot, Office	1862	none	10/25/2024	10/22/2024	189.89	ODP BUS SOL LLC #
⊞ Amount Range - All	↺	☐ ⊞ TXN00094952	Depot, Office	1862	none	10/25/2024	10/22/2024	453.12	ODP BUS SOL LLC #
⊞ Dispute Status - All	↺	☐ ⊞ TXN00094974	Depot, Office	1862	none	10/25/2024	10/22/2024	175.78	ODP BUS SOL LLC #
⊞ Account Status - All	↺	☐ ⊞ TXN00094975	Depot, Office	1862	none	10/25/2024	10/22/2024	62.97	ODP BUS SOL LLC #
⊞ Allocation Complete - All	↺	☐ ⊞ TXN00094990	Depot, Office	1862	none	10/28/2024	10/25/2024	125.67	ODP BUS SOL LLC #
⊞ Allocation Valid - All	↺	☐ ⊞ TXN00095001	Depot, Office	1862	none	10/28/2024	10/23/2024	49.60	ODP BUS SOL LLC #
⊞ Allocation Authorized - All	↺	☐ ⊞ TXN00095007	Depot, Office	1862	none	10/28/2024	10/26/2024	88.18	ODP BUS SOL LLC #
		☐ ⊞ TXN00095016	Depot, Office	1862	none	10/28/2024	10/23/2024	4.46	ODP BUS SOL LLC #
		☐ ⊞ TXN00095021	Depot, Office	1862	none	10/28/2024	10/25/2024	25.65	ODP BUS SOL LLC #
		☐ ⊞ TXN00095035	Depot, Office	1862	none	10/28/2024	10/25/2024	30.37	ODP BUS SOL LLC #

Search Reset

2 Selected | 11 items   Show 250 ⌄ per page

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

---

22 Enter any comments

Reports

s > Accountholder

saction. View Details

holder

	Signed Off	Flagged	All

Confirm Sign Off   ✕

Sign off 2 transaction(s).

Comments:

10/29/2024 ↺		Document	Primary Accountholde
2024 ▦	☐		
	☑ ⊞	TXN00094949	Depot, Office
↺	☑ ⊞	TXN00094951	Depot, Office
All ↺	☐ ⊞	TXN00094952	Depot, Office
↺	☐ ⊞	TXN00094974	Depot, Office
↺	☐ ⊞	TXN00094975	Depot, Office
e - All ↺	☐ ⊞	TXN00094990	Depot, Office
↺	☐ ⊞	TXN00095001	Depot, Office
↺	☐ ⊞	TXN00095007	Depot, Office

OK   Cancel

23 Click "OK"

Primary Accountholder						mp|Val|Auth	Allocation	Amount Allocated	Sign Off AH Date	Sign Off AH Name
Comments:										
oot, Office						✓ ✓ ✓	10-10-918102-5-5720	87.15		
oot, Office						✓ ✓ ✓	11-08-863603-5-5720	189.89		
oot, Office						✓ ✓ ✓	10-01-037101-5-5720	453.12		
oot, Office						✓ ✓ ✓	11-08-863603-5-5720	175.78		
oot, Office						✓ ✓ ✓	10-10-906101-5-5720	62.97		
oot, Office						✓ ✓ ✓	32-30-977902-5-5720	125.67		
oot, Office						✓ ✓ ✓	10-10-906104-5-5720	49.60		
oot, Office					OK Cancel	✓ ✓ ✓	10-09-876101-5-5720	88.18		
oot, Office	1862	none	10/28/2024	10/23/2024	4.46	ODP BUS SOL LLC # 101078	✓ ✓ ✓	10-10-918102-5-5720	4.46	
oot, Office	1862	none	10/28/2024	10/25/2024	25.65	ODP BUS SOL LLC # 101078	✓ ✓ ✓	10-09-876101-5-5720	25.65	
oot, Office	1862	none	10/28/2024	10/25/2024	30.37	ODP BUS SOL LLC # 101078	✓ ✓ ✓	10-08-852101-5-5720	30.37	

Show 250 per page   ◁◁ Pa

Upload Receipt

ⓘ   Once a transaction is signed off, it will leave the Pending Sign Off section and show in the Signed Off section.

24   Click on the Signed Off tab to view transactions that have been signed off.

25   Click on the calendar icon to select the date range

26 Click "Month-to-Date" or other date range

27 Click "OK"

28 Click search

☐	⊞	TXN00094101	Depot, Office	1862	AH	10/04/2024	10/01/2024	7.10	ODP BUS SOL LLC #
☐	⊞	TXN00094135	Depot, Office	1862	AH	10/07/2024	10/04/2024	20.63	ODP BUS SOL LLC #
☐	⊞	TXN00094143	Depot, Office	1862	AH	10/07/2024	10/02/2024	14.59	ODP BUS SOL LLC #
☐	⊞	TXN00094161	Depot, Office	1862	AH	10/07/2024	10/03/2024	93.82	ODP BUS SOL LLC #
☐	⊞	TXN00094179	Depot, Office	1862	AH	10/07/2024	10/03/2024	38.81	ODP BUS SOL LLC #
☐	⊞	TXN00094190	Depot, Office	1862	AH	10/07/2024	10/03/2024	98.55	ODP BUS SOL LLC #
☐	⊞	TXN00094218	Depot, Office	1862	AH	10/07/2024	10/02/2024	87.89	ODP BUS SOL LLC #
☐	⊞	TXN00094225	Depot, Office	1862	AH	10/07/2024	10/03/2024	31.99	ODP BUS SOL LLC #
☐	⊞	TXN00094237	Depot, Office	1862	AH	10/07/2024	10/04/2024	487.71	ODP BUS SOL LLC #

Sidebar:
- ☐ Account - OFFICE DEPOT
- OFFICE DEPOT 🔍
- ⊞ Purchase Request - All
- ⊞ Amount Range - All
- ⊞ Dispute Status - All
- ⊞ Account Status - All
- ⊞ Allocation Complete - All
- ⊞ Allocation Valid - All
- ⊞ Allocation Authorized - All

Search   Reset

0 Selected | 26 items   Show [10 ▾] per page

[Print] [Attach]

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Last login Tuesday October 29, 2024, 4:31 PM CDT.

29 The transactions that you signed off now appear in this section. Your name and the date you signed off shows in the following columns: "Sign Off APR Name" & "Sign off APR Date" .

Lewis-Clark State College

al|Auth	Comments	Allocation	Amount Allocated	Sign Off AH Date	Sign Off AH Name	Sign Off APR Date	Sign Off APR Name	ploaded Receipt
								All ▾
✔	iNV 111-2084609-2709837 (more)	31-30-987904-5-5720	30.93	10/09/2024	Amazon, Capital Service	10/09/2024	Approver, Purchasing	es

Show [10 ▾] per page |◁ ◁ Page: [1] of 1 ▷ ▷|

17

⚠️ Ensure all transactions are reviewed and signed off prior to the Works Sweep date. The Sweep date is published on the Works home page each month, and is generally the 4th business day of the following month. For example, October 2024 transactions must be signed off by November 5th, 2024.