

# Procurement Card and Corporate Travel (CBA/ghost) Card Overview

## General Comments:

- The State of Nevada's procurement card (p-card) and corporate travel accounts (CBA)/ghost card vendor is Bank of America (BofA).
- WORKS is the BofA website application that is used to code and approve p-card and CBA/ghost card transactions prior to upload to Advantage.
- Billing cycles will run from the 26<sup>th</sup> of a month through the 25<sup>th</sup> of the following month.
- Cardholder's available balance is reduced by amount spent until payment is received by financial institution.
- Agencies have the ability to suspend and/or allow for only the exact amount of transaction to be approved.
- DO NOT deactivate a User until all transactions for that User have appeared and cleared (no disputes) on the billing statement. If User's access needs to be restricted, change the credit limit to \$1.

## Overview of approval process for p-card and CBA/ghost card transactions:

- Cardholder purchases using p-card or CBA/ghost card.
- Transaction flows into WORKS application.
- Agency enters accounting codes to each transaction in WORKS or in some other manner agreed upon by agency and agency Fiscal Review.
- Agency reviews transactions at least monthly by comparing backup documentation to transactions in WORKS (via report and/or statement)
- Agency sends backup documentation to Fiscal Review with signed billing statement indicating approval of transactions.
- All transactions in WORKS dated within the prior billing cycle (26<sup>th</sup>-25<sup>th</sup>) should be approved by Approver (Pend 3) and Accountant (Pend 4) by the 9<sup>th</sup> of the current month to ensure timely payment.
- Total balance of billing statement must be paid.
  - Any disputes or expected credits will need to be reflected in subsequent statements, and
  - Adequate documentation must be received from the vendor or the financial institution to support any credits.
- Controller's Office VISTA report will be available on the 10<sup>th</sup> of the current month to compare number of documents and total dollar amounts to p-card or CBA/ghost card billing statement.
  - If total document count (each document can contain up to 99 transactions) and total document amount agrees, the Controller's Office Electronic Transfer of Transactions form is completed and emailed to Controller's Office. *Note: Upload to Advantage will not occur until completed form is received by the Controller's Office.*
  - If information does not match, contact Purchasing for assistance.
- If any transactions are missing the Approver (Pend 3) and/or Accountant (Pend 4) approvals within WORKS once the Electronic Transfer of Transactions form is emailed, those transactions will reject during the Advantage upload. This will cause the entire document (up to 99 transactions) NOT to process until the transactions are **manually fixed in Advantage by:**
  - The fund must be manually entered.
  - Pend 3 and Pend 4 must approve the transaction manually:
    - Do NOT utilize the Additional Description field as it contains information needed by financial institution to correctly apply the payment;
    - If transaction is not fixed timely, late fees will be incurred and rebates could be affected;
    - If a transaction fails within the Advantage system, Approver (Pend 3) and Accountant (Pend 4) must approve the transaction within WORKS to ensure that it clears from the Approver (Pend 3) and Accountant (Pend 4) view.