



Bank of America Works Receipt Upload Guidelines

Works provides the functionality for cardholders to upload receipts and supporting documents for certain transactions that are frequently audited. Cardholders should upload receipts and supporting documents for all of the following transactions.

- Confirming orders:
 - when no description is entered in eVA
 - summarizing multiple purchases made during the statement period
- Orders from:
 - third party processors such as PayPal or Square
 - auction sites such as EBay or Govdeals
 - Amazon.com
 - Apple Itunes.com
 - Google
 - vendors located outside the United States
 - travel providers, including airline and rail companies, for airline and rail tickets (related Travel Authorization must also be uploaded when required)
- Orders to a shipping address that is not a Mason business address
- Any payment to an individual
- Any purchase of services
- Over-the-counter purchases
- Orders where a temporary lift has been approved

Special Use Groups (Admissions/Intercollegiate Athletics) must provide receipts and approved Food and Beverage and/or Travel Authorizations for all food and beverage and lodging charges.

For each transaction, cardholders may upload up to 5 MB of receipt and documentation data in five 1 MB files.

All P-Card receipts, including those uploaded into Works, must be retained by the cardholder locally. Paper and/or electronic format is acceptable. When a cardholder leaves the unit, the unit is responsible for obtaining all P-Card receipts and documentation.

Reminder: Financial record retention requirements are three years for all funds except sponsored funds; ten years for sponsored funds. These requirements are applicable to all P-Card receipts and related documentation.

Contact: pcardadm@gmu.edu or 3-2580

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