College of Engineering
Procurement Process

These materials will provide a cardholder with the tools necessary to follow the procurement process when making purchases in the College of Engineering. Goods and Services, Travel and Reimbursements are covered in separate sections.

Guidelines and Instructions: Procurement of Goods and Services

The process below must be adhered to when making purchases on a UD/Bank of America Credit Card (B of A card) and applying the expense to College of Engineering funds (contracts, grants or department codes).
I. Cardholder makes a purchase: if you are not a cardholder, seek the appropriate cardholder (this may be another member of your research group, your faculty advisor or a department administrator). Know your cardholder: ___________________________________

II. Allocation and sign off in “Works” (Bank of America 3rd party online system) within 5-7 days of the purchase: Cardholders must log in to Works and indicate the Purpose Code (project accounting code -- ABCD####) to which to charge the purchase. This is completed on the “Allocation” tab.

What are your purpose codes?: ___________________________________
_________________________________
_________________________________

Allocating individual charges:
1. On the Works home page, click the Sign Off row (not shown)
2. In the Split View, click on a specific charge; the line will turn yellow
3. Click on the Allocation tab in the lower section (TIP: if you click the pin on the left side of this tab -- you will not need to click this tab each time you allocate a charge)
4. Click the Add/Edit button
5. Change Speed Type to the correct Purpose Code for your purchase.
6. If you need to split your charge to allocate to more than one purpose, you need to add a line by clicking go. Once you add the line, include purpose number and the dollar amount to be allocated to that purpose. You will also need to change the dollar amount on the first line.

7. Cardholder must click “ok”
8. Click “Sign off”
9. Add the following information in the “Comments Box” then click “Save”

In the “comments section” of **Works**, explain:
- who was the purchase made for? Yourself, someone else?
- what was purchased? Be specific, we want to know.
- when was this purchased? Receipt date = actual purchase date.
- where was this purchased? Please provide vendor name from receipt.
- why did you make this purchase? Provide business related reason for the purchase.

**Fabrication charges must include fabrication name and userfield in comments**
OPTIONAL: Allocating Multiple Charges

Allocating a group of charges to one Purpose code (“Code GL” in ‘works’):
1. Click on the “Table: view
2. Click on the check boxes for all the charges you want to allocate; the boxes will turn yellow
3. Click on the Code GL button
4. The Bulk Code GL screen will popup:
   a. All the charges will get posted to the same accounting fields
   b. Enter a purpose code only
   c. Do not click the checkbox at the bottom
   d. In the example below:
   e. The default Speedtype, Project ID, Source, Userfield and Work Order # will be used (since they are blank)
5. When the allocation is complete, click the OK button
6. Click “Sign Off”; comment box will appear.
7. Insert Comments -
   In the “comments section” of Works, explain:
   who was the purchase made for? Yourself, someone else?
   what was purchased? Be specific, we want to know.
   when was this purchased? Receipt date = actual purchase date.
   where was this purchased? Please provide vendor name from receipt.
   why did you make this purchase? Provide business related reason for the purchase.

** Fabrication charges must include fabrication name and userfield in comments**
8. Click “OK”

III. **Receipt file box:** Each department has a designated location for a receipt file box.
   - Cardholder must place receipts in the file box in the folder with the CARDHOLDER NAME on it.
   - Receipt must clearly state cardholder name on it (print this if it is not legible or present on the original receipt)
   - Ensure amount is legible and clear (do not highlight)
   - Write the “purpose code” (ABCD#####) on the receipt
   - If the purchase was allocated to a department purpose code, provide the receipt to the departmental Business Administrator. The departmental Administrator will copy as needed and place the original in the procurement file folder.
   - If you have lost the receipt – a **Lost Receipt** form must be submitted with the charge allocated to a discretionary account. (available in file box)
   - You must follow the **Fly America Act** rules for foreign travel. If not, “Fly America Checklist Waiver” must accompany all foreign travel receipts. (available in file box)

FILE BOX LOCATION: _________________________________
DAY of PICK UP: ________________________________

IV. **Cardholder’s Bank of America monthly statements:** Cardholder must review the statement for accuracy and sign indicating approval of all charges. Discrepancies should be noted (see dispute* instructions). Cardholder places the signed statement in the CARDHOLDER’s own receipt procurement file folder.
*NOTE: How to dispute a charge on the B of A card: There is a DISPUTE button in WORKS.

Instructions for Disputing a charge appearing in the works system:

1. Once you have logged in and are viewing your transactions, select the transaction you want to dispute, then click on the white 'Dispute' button in the General section.

2. Once you click the dispute button, you will need to fill out the information in the “Dispute Payable” box.
3. Cardholder disputing a charge must notify the CBO regarding the status of the charge. DO NOT SIGN OFF on the disputed charge.
Guidelines & Instruction: Travel (for UD Credit Card or Declining Balance Card)

Instructions are the same as “Goods & Services” except that when providing information in the comments section, the questions “WHERE” refers to the exact location of your travel (city, state, country); “WHAT” refers to the purpose of the trip; and “WHEN” refers to the dates of travel.

For your convenience, travel envelopes are available in the procurement file box. You may use these envelopes to collect all receipts while on travel.

Guidelines & Instruction: Reimbursement

Important points about Reimbursements in Works

- Reimbursement Request should be initiated by the employee himself/herself.
- A person does not have to be a cardholder or card administrator to use the Reimbursement Request.
- University policy requires that a Reimbursement Request be supported by appropriate receipts and approved by the employee’s supervisor. This documentation will be kept in the CBO.
- Print the completed Reimbursement Request in Works and staple the associated receipts to the report.

ONE TRIP = ONE REIMBURSEMENT

Employee must log in to WORKS to initiate a reimbursement.

Processing a Reimbursement:
1. On the Works home page, find the Create dropdown option (upper right)
2. Click on Reimbursement Request
3. Click Go
4. This opens the Create Reimbursement Request screen

a. Reference Number – leave blank

b. Purchase Date – enter date of expenses or travel begin date

c. Vendor – this field is used to designate the HR/Payroll direct deposit bank account to which the reimbursement should go:
  • If you have only one bank account – leave blank

d. Reimburse – displays the name of person completing the reimbursement request

e. Payee Name – the person being reimbursed
  • This will pre-populate with the name of the person logged into Works

f. Payee ID the Employee ID of the Payee Name
  • This will pre-populate with the Employee ID of the person logged into Works

g. Comments
   In the “comments section” of Works, explain:
      who was the purchase made for? Who are you paying for (yourself only or others – include names)?
      what was purchased? Be specific, what is to be reimbursed (ie: meals, airline, taxi, etc.).
      when was this purchased? – give dates of travel. (date you left and date of your return)
      where was this purchased? Please provide city, state and country of travel. (if you are being reimbursed for foreign air travel, please include the FLY AMERICA ACT WAIVER CHECKLIST) why did you make this purchase? Provide the full name of the conference that you attended or the purpose of your travel (i.e. Taxi must include TO and FROM location; if mileage, use Point A to Point B (mapquest is best)
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5. Allocation – use this section to enter the UD accounting chartfields to be posted with these reimbursed expenses
   • a. Add line(s) box enter additional lines after entering one expense
   b. Type – choose from the dropdown list – “Do Not use (unspecified)”
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6. Enter purpose code and account code for the charges
7. For additional lines, click Go
8. Save the reimbursement

IMPORTANT – Print the Reimbursement report before signing off on it!

a. Click the Home button (upper left)
b. Click on the Reimbursement row
c. Click on the Reimbursement you want to print; the row turns yellow
d. Click the Print button
e. The Print Documents screen appears
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• Click the Details button (this grey out the column selection area)
• Click the Print button
  
f. Another window opens with the details of the Reimbursement Request
  • Click the Print button
  
g. A Print window opens—select your printer and click the Print button
  
h. Click “Sign off”

Once printed, attach original receipts to the printed works document. Insert all documents back into the travel envelope (if preferred) and place in the REIMBURSEMENT folder found in the file box.
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Date