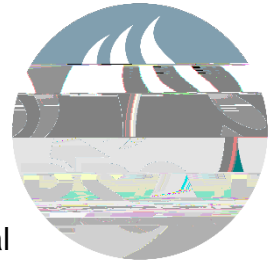


PCard Account Code Change Request

Support Ticket Process



Cardholders only have ongoing access to their own school/department account codes in Bank of America Works. If another department allows a school/department to access their funding, the budget holder must email approval and the full account code.

The Cardholder will not be able to directly input that account code in Works, but should follow the below procedure.

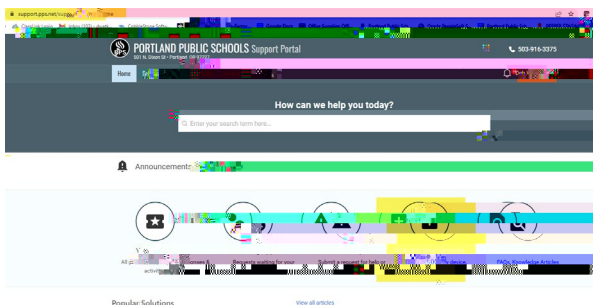
1. Sign off on the transaction in Works with your department/school's default account code and attach supporting documents as usual.
2. Complete the Account Code Change request form by submitting a Request for Services at: <https://support.pps.net/support/home>.
3. Attach approval email from the other department to your ticket.
4. A ticket number will be emailed to you.
5. Once your manager/principal has reviewed and signed off in Works, the account code will be updated by the PCard Accountant.
6. When the account code has been updated and ticket closed, an automated email will be sent.

Timing: Since the PCard Accountant cannot update the account code until the cardholder's budget holder/manager/supervisor has signed off in Works, this process may take some time. For example: Cardholder purchases in August and submits the account code change request ticket, Cardholder sign off deadline is September 7th and the budget holder deadline is September 12th. The PCard Accountant must update in Works

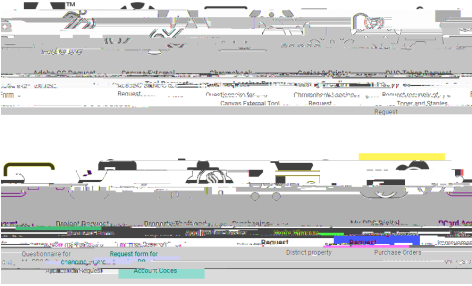
de and submit as many transactions per ticket as
attach a list to the ticket or add in the note area.

rm/ticket:

2. Select 'Request New Services'



- Select "PCard Account Code Change Request"



3. Complete the required information
4. Attach the approval email from the budget holder (not your principal/supervisor)

Transactions must be signed off in WORKS by supervisor

- CARDHOLDER - Reconciles with department default Account Codes.
- Cardholder Supervisor - Signs off Transaction(s) in WORKS
- Attach Budget Holder approval.

CARDHOLDER INFORMATION

Cardholder Name: *

Debra Watkins

Cardholder Location (school / dept): *

PESEN

REQUESTED ACCOUNT CODES:

Account Code (Fund, Function, Object, Location, Area, Project, Dept): *

101 23211 531800 100 99999 H2207 5490

PCard Account Code...

Requester *

dwatkins@pps.net

Request for someone else

Attach a file

5. Specify what month the transactions posted (one month only) and input the Works transaction number information and the dollar amount to be updated

TRANSACTIONS REQUIRED WORKS REQUIREMENT ACCOUNT CODES UPDATE

Important Note:
If only a portion of a transaction needs to be changed to the requested Account Codes, enter that amount for the Total Transaction Amount. For example, you may have a \$100.00 transaction, but only need \$50.00 allocated to the requested Account Codes.

Month PCard transaction(s) posted (e.g. June) - Submit additional tickets for any other...

June

TXN Number #1: *

TXN 00456123

Vendor #1: *

Follett

Total Transaction Amount (\$) #1: *

245.99

Amount to Update (\$) #1: *

245.99

6. If only a portion is to be updated to the new account code, be sure to indicate the amount as per below:

7. A total of 4 transactions may be added to the ticket, but additional transactions can be added in the comment section or attached to the ticket.

8. When all data has been entered and the approval email attached, click on "PLACE REQUEST" at the top of the form.

9. You will receive an email confirming your submission with the ticket number, which can be viewed in your ticket queue.

10. **NOTE:** If your ticket request does not have a budget holder approval email attached, you will C7.0179