PCard TIPS

June 20, 2017

Furniture

Buying furniture for your department can be a confusing and overwhelming process. It's easy to think of using your Pcard to get that chair, desk, bookshelf, or couch. However, the Pcard policy lists furniture as a prohibited purchase. So what do you do?

First, by visiting the Preferred Supplier site you will see a list of Brown University contracted furniture suppliers. Each of these suppliers are familiar with Brown University billing processes and each has an established relationship and contracted pricing with Brown. Every price point is represented in this list. Each vendor has the ability to source furniture from multiple lines.

Using a preferred furniture supplier will ensure you are getting commercial grade furniture that meets all building and fire codes.

Please email purchasing@brown.edu if there are any questions about furniture or any of the preferred suppliers.

Verification ID

When activating a new Pcard or a replacement Pcard, you will be asked for your verification ID. The verification ID on Works is a 9 digit number which consists of your Workday ID plus 3 zeros at the end (ex: 615304000).

Receipts

PCard holders must maintain receipts for at least seven years. If a purchase is charged to a grant, the receipt must be held for either seven years or three years beyond the term of the award, whichever is longer. Receipts may either be uploaded to the Bank of America Works system or maintained with an associated PCard log. Receipts uploaded to Works will be maintained for seven years.

A PCard best practice is to upload receipts before the end of the monthly account cycle. Transactions that do not have a receipt attached at the end of the monthly account cycle may be selected for audit.

An Accountholder can add receipts to a transaction after the business cycle closes.

- Click on expenses and select transactions and accountholder. You will be brought to a screen of transactions that are pending sign off.
- Click on the tab "signed off" to select transactions from the previous business cycle. Locate the column "uploaded receipt" and click on the word "yes" or "no". A pop up box will give you the ability to add a receipt.