Tips for Plant – Bank of America Works

Tool Purchases	Transaction Total = \$500 or more	Transaction Total = \$1000 or more
	Repair Shop, Grounds Shop,	
All Departments	Plumbing Shop, Fleet Service,	HVAC, Lock Shop, Central Stores
	Carpenter Shop, Paint Shop,	and
	Custodial and	Electric Shop
	Environmental/Health/Safety	

When is a Pcard Purchase Request Form Required?

Completing Action Items

- 1) Once logged into the BOA Works system, click on the link to your Pending or Flagged transactions from your dashboard.
- 2) The system will default to list transactions from the last 3 months. <u>In order to see all outstanding</u> transactions, you must always update your date range and then click Search. This is found in the

BANK OF AMERICA						
orks	in and the second se		1		W	
me Expens	es Accounts	Reports	Accounting	Ad	Но	
penses > Transactions > Accountant E						
d Filter		1	ocument	Adva	nce	
	0019318239	Retain	rand			
	10092294	Group - All Account - A	All		5	
		Purchase F	Request - All	R		