Procurement & Travel Card Program

Process Updates and Training

Spring 2025

Western Michigan University

Agenda and Objectives

- Understand reason for recent changes to the Procurement and Travel Card Program
- Review updated procedures and guidelines
- Clarify cardholder and approvers responsibilities and best practices
- Walkthrough key workflows and systems
- Q&A

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Why the Changes?

- Improve transparency and accountability
- Streamline processes for efficiency
- Reduce risk of non-compliance and fraud
- Enhance user experience and support
- Align with updated policies and procedures

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THE OLD PROCESS

1

Cardholders review and signed off transactions in BOA Works

2

At month end, credit balances were replenished for all transactions signed off by cardholder

3

Cardholders printed receipts and monthly transaction logs and handed to approvers

4

Approvers review and approve transaction by signing off transaction logs

THE NEW PROCESS

1

Cardholders will review transaction in BOA Works

2

Cardholders must upload receipts and all other supporting documentation in BOA Works prior to signing off transaction

3

Approvers must review transaction and complete sign off approval in BOA Works

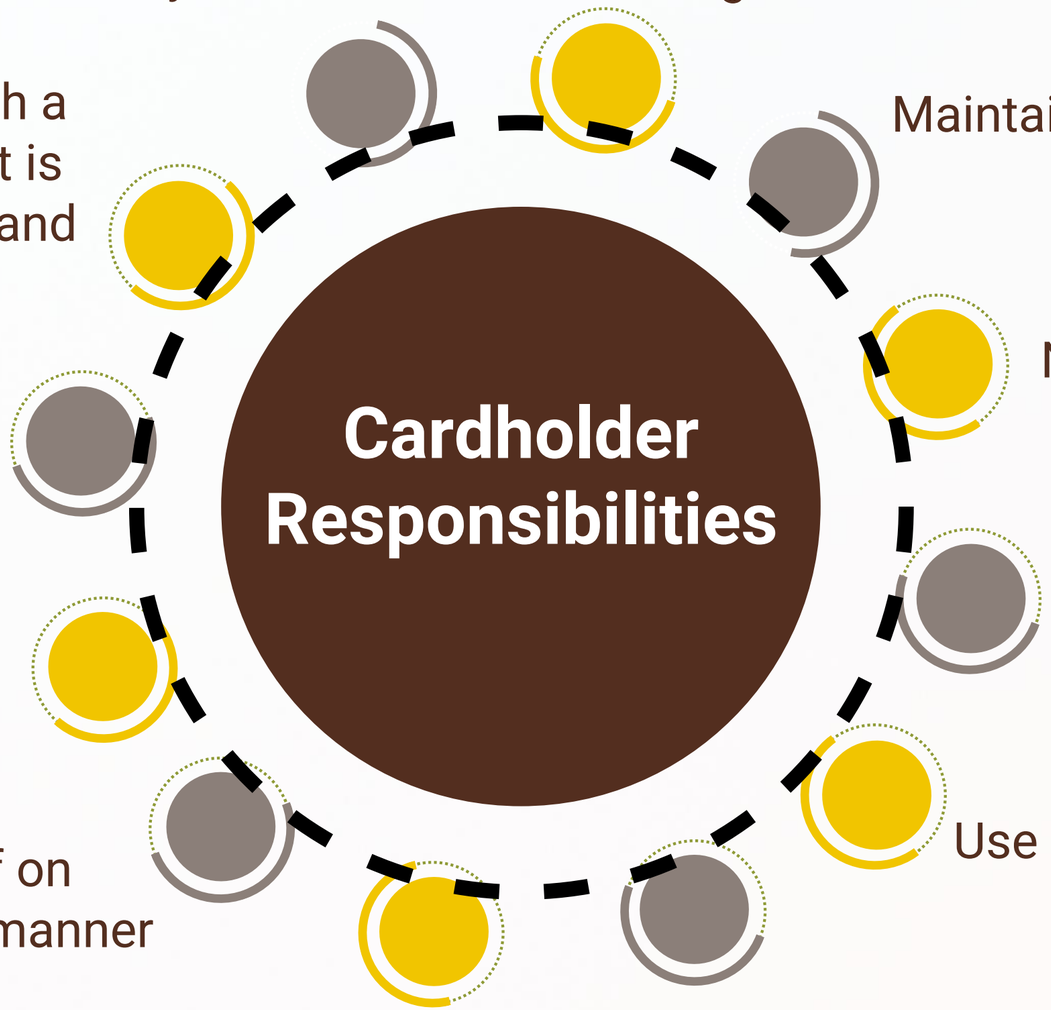
4

Credit balances will be replenished at month end for all transactions signed off by both the cardholder and approver

TRAVEL CARD PROGRAM

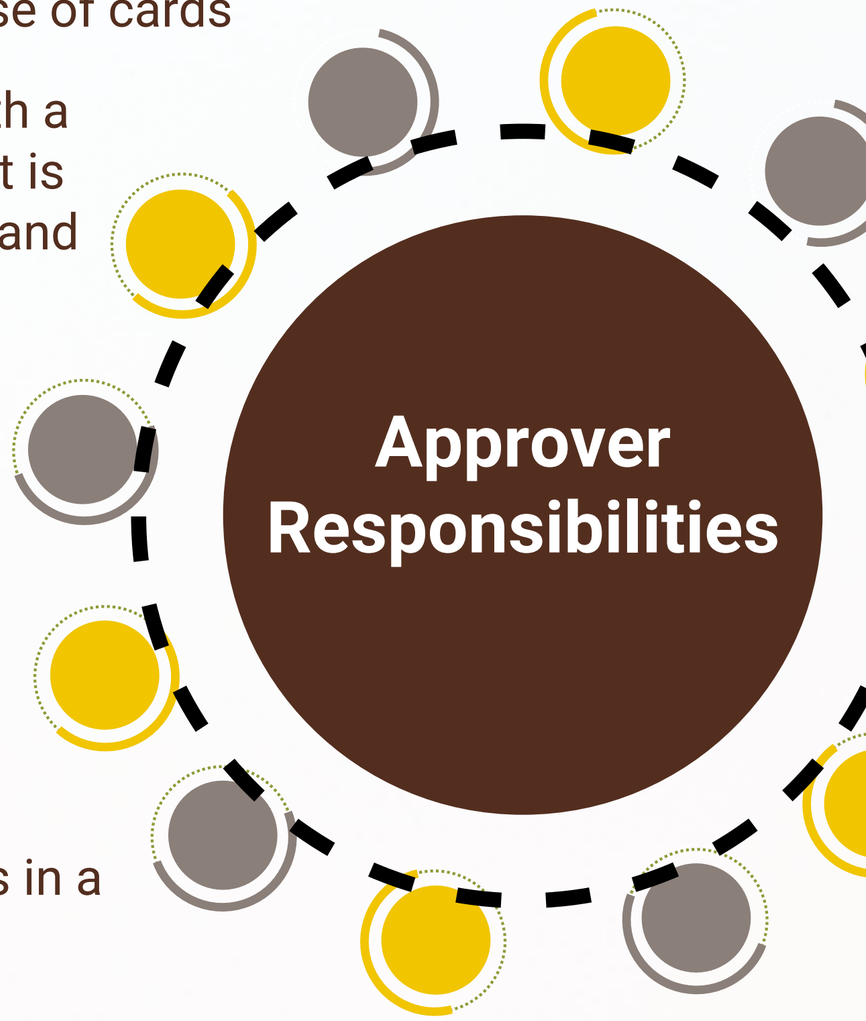
- Travel card program is moving under the procurement card program and will follow all the same procedures to reconcile and approve
- Employees with both a pro & travel card will have their travel profile combined with their procard
- No longer required to:
  - Maintain two cards
  - Reconcile via spreadsheets
  - Experience timing delays in balance payments

Cardholder Responsibilities



- Purchase in accordance with purchasing procedures & guidelines
- Maintain card in a secure location
- Never allow others to use your card
- Do not split transactions
- Use MI Tax Exemption where applicable
- Provide itemized receipts and supporting documentation
- Allocate to the correct GL account
- Reconcile & sign off on transaction in a timely manner
- Dispute transactions as applicable
- Report fraudulent activity
- Purchases are made with a clear business need that is reasonable, appropriate and necessary
- Don’t fraudulently or intentionally misuse your card

Approver Responsibilities



Monitor and report any signs of fraudulent and intentional use of cards

Ensure compliant use with procedures and guidelines

Purchases are made with a clear business need that is reasonable, appropriate and necessary

Review transactions for accuracy

Inform Program Administrator of any card changes

Review for reasonableness, appropriateness and necessity

Ensure cardholders are handling transactions in a timely manner

Ensure cardholder have appropriate purchasing limits

Approve transactions in a timely manner

Ensure cardholders don’t split transactions

Ensure correct GL account are used

Review receipts and supporting documentation in WORKS

Develop and provide program oversight
Provide training resources on procurement program website
Ensure program compliance and quality assurance with routine audits
Assist cardholders with account maintenance functions
Lock and unlock cards
Add GL accounts
Reset password for BOA Works
Program Administrator Responsibilities

Unallowable Purchases

Procurement Card	Travel Card	Hybrid Card
• Alcohol/Tobacco • Cash Advances • Contributions/Donations • Entertainment • Flowers • Personal Items • Meals/Restaurants • Travel • Gift Cards • Software • Services from an IC • Payment to any WMU Department • Medical Fees	• Airbnb's/VRBO • Alcohol/Tobacco • Cash Advances • Gift Cards • Flowers • Insurance • Medical Fees • Personal Items • Services from an IC • Payment to any WMU Department	• Alcohol/Tobacco • Cash Advances • Gift Cards • Flowers • Personal Items • Services from an IC • Payment to any WMU Department

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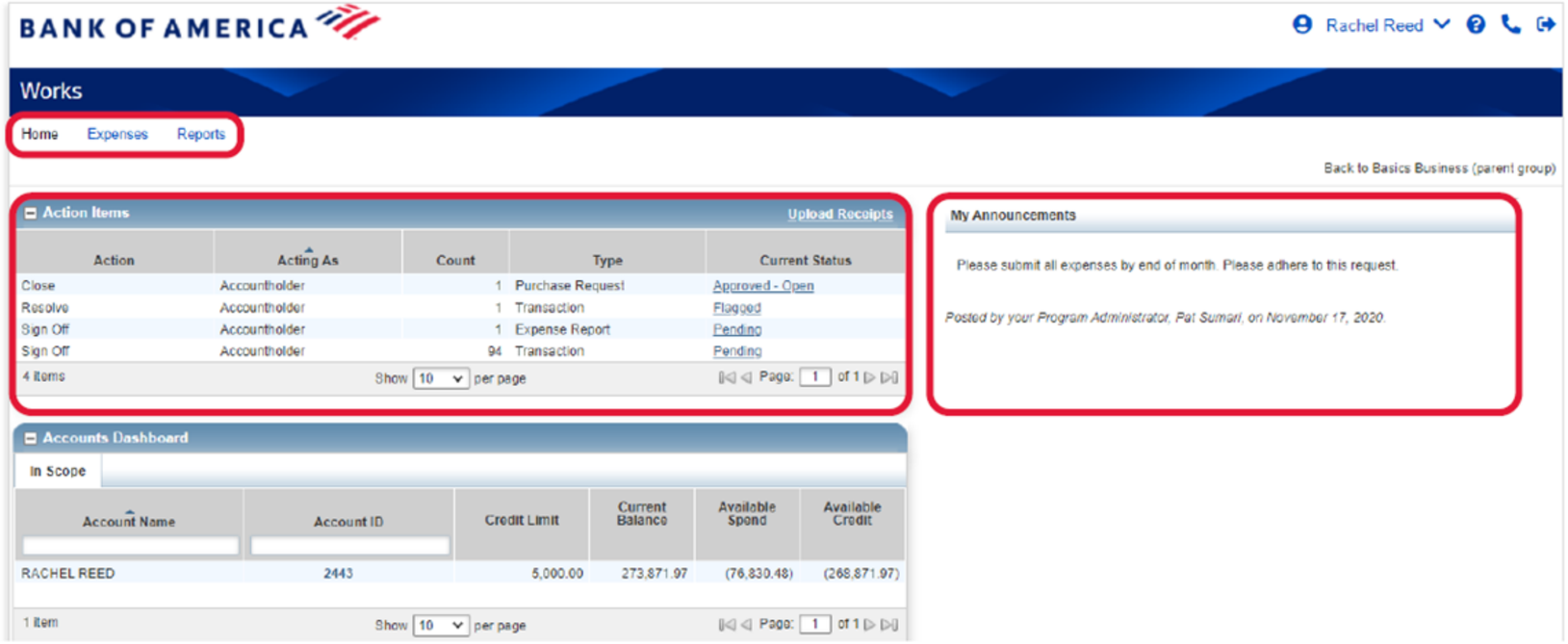
*Not an all encompassing list

Navigating BOA Works

- Reviewing transactions
- Allocating to the right fund, cost center and account
- Uploading receipts and supporting documentation
- Disputing a transaction
- Signing Off

Accountholders - Basic Navigation

Home Page



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Grants and Contracts

- Monthly transaction logs and copies of supporting documentation will continue to be turned into Grants and Contracts for their reconciliation and reporting needs
- Departments will need to work together to identify a process for ensuring grant compliance with procurement and travel card documentation:
  - Recommendation:
    - Keep an electronic file folder for each month to store receipts and supporting documentation
    - Set up automatic monthly statement report creation in WORKS
    - Email your grant representative with your statement and supporting documentation at the end of every month

Tips & Tricks

- Training resources, job aides and forms on the Accounts Payable Procurement Card website: https://wmich.edu/payroll/accounts-payable/procard
- The ‘Verification ID’ is your WIN
- If you forgot your password please email acnt-procard@wmich.edu to get it reset. The ‘Forgot Password’ does not work in BOA Works and is a known issue.
- If there is no activity for 120 days your card may be deactivated
- Fraudulent or intentional misuse of the card will result in revocation of the card and/or other disciplinary action as determined by the University.

Questions?

"All I did was shift one lousy decimal point."

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Thank You!