

BANK OF AMERICA WORKS ACCESS APPLICATION**Instructions**

1. Complete Form
2. Obtain Manager Approval
3. Submit Form to acnt-procard@wmich.edu

Contact

Procurement Card Program Administrator

acnt-procard@wmich.edu

Phone: (269) 387-4253

Fax: (269) 387-2937

User Information:

Employee Name:

Employee WIN Number:

Employee WMU E-Mail:

Employee ID Number:

Department:

Employee WMU Phone Number:

Permissions Being Requested:☐

Proxy Reconciler – This permission will provide the ability to reconcile transactions (upload receipts, allocate to a different fund and cost center, and sign off the accountholder's transaction) in the event that the accountholder is not available to perform these duties. With this permission, a proxy reconciler will see all of the cards within that department or college and have access to reporting within that same department or college for the user requesting permissions.

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Approver – All transactions are required to have an approver sign off as a secondary signoff on the transaction once the accountholder has signed off their own transactions. This signoff will allow the amount of the transaction to be completely signed off and replenish the purchase amount toward the full credit limit. Without this signoff, the card will not replenish towards the accountholder's credit limit.

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Secondary Approver – This permission is the same permissions as the Approver, but in the event the main Approver is unavailable to perform their duties, this Secondary Approver will have the permissions to signoff the transactions once the accountholder has signed off their transactions and allow the purchase amount to replenish toward the accountholders credit limit.

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Auditor – This permission provides the ability to pull reports for cards within the department or college the user requesting the permissions is currently within.

Manager Approval:

Manager Approving Access:

Manager's Email Address:

Manager's Signature:

Date:

----- Accounts Payable Use Only -----

Completed by _____ Date Completed: _____