

BANK OF AMERICA WORKS ACCESS APPLICATION

<p style="text-align: center;">Instructions</p> <ol style="list-style-type: none"> 1. Complete Form 2. Obtain Manager Approval 3. Submit Form to acnt-procard@wmich.edu 	<p>Procurement Card Program Administrator acnt-procard@wmich.edu</p> <p>Phone: (269) 387-4253 Fax: (269) 387-2937</p>
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User Information:

Employee Name: <input type="text"/>	Employee WIN Number: <input type="text"/>
Employee WMU Email: <input type="text"/>	Employee ID Number: <input type="text"/>
Department <input type="text"/>	Employee WMU Phone Number: <input type="text"/>

Permissions Being Requested (Place an X in the box choosing permissions):

- 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.
- Scoped Accountant – This permission will provide the ability to allocate the fund, cost center and object code on all transactions within the department the user requesting the permissions reside. This permission also allows the capability to download all receipts within the department for any transaction/s with receipts attached.
- 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.
- 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.
- Scoped 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: <input type="text"/>	Manager’s Email Address: <input type="text"/>
Manager’s Signature: <input type="text"/>	Date: <input type="text"/>

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