



PORTLAND PUBLIC SCHOOLS
OFFICE OF PURCHASING & CONTRACTING

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Date: April 4, 2019
To: Budget Holders
From: Stephen Hirai, PCard Program Manager
Emily Courtnage, Director of Purchasing & Contracting
Cynthia Le, Chief Financial Officer
Subject: Mandatory Budget Holder Approval of PCard Transactions

Dear Budget Holders,

As you are likely aware, our PCard program was reviewed as part of the recent Secretary of State Audit. In order to comply with the recommendations of the Audit Division, we are reinstating the approver sign off requirement in Bank of America Works effective for all transactions from April 1, 2019 forward.

You as a budget holder will be the new approver in the Bank of America Works system for all cardholder transactions using your budget. You must approve each transaction after the cardholder has logged into Works and reconciled the transaction. Each month it will be your responsibility to sign off on (“approve”) your employees’ reconciled transactions. This responsibility entails logging into the Works system and:

- 1) Verifying the purchase has a valid business purpose for your school or department in compliance with District spending policies and PCard guidelines
- 2) Verifying that an itemized receipt is attached
- 3) Verifying that the correct chartfield is identified and budget exists for the purchase
- 4) Signing off on the transaction

With your sign off, you will electronically signify your approval of the purchase using your budget.

Monthly deadline for mandatory approval process

All budget holders will be required to approve all PCard purchases utilizing their budget in the Bank of America Works system by the 12th of each month beginning May 12th (for all April 2019 transactions). To facilitate this process, we’re moving the cardholder reconciliation deadline to the 7th of each month beginning May 7th.

You will receive a weekly email from Bank of America Works notifying you that you have transactions awaiting your approval.

Your Budget Holder approval is a necessary step in the purchase process. Lack of approval will be tracked by the PCard audit team in Finance and will be communicated to schools and departments.

Training

We are aware that many of you have never used the Works system and require guidance and training. Attached to this email is the [PCard Approval Guide](#). In addition to the guide, we have a short (5-10 minutes) online Pepper PD training called "Transaction Approval 2019-20" which provides the same approval training in a different format. The Pepper PD training will be available beginning April 15 and can be accessed as follows:

Instructions for accessing the Transaction Approval 2019-20 course in Pepper PD:

- 1) Go to pepper.pps.net, which is also available from the PPS Staff page with other employee resources, and enter your PPS user name and password.
- 2) If this is your first time logging into Pepper PD, you will be prompted to create your "Profile" and review the "Quick Start Guide to Pepper" in your My Pepper Announcements.
- 3) The Transaction Approval 2019-20 Training course: PCP1006 will be listed under "Available Courses" in the lower right section of the home page. More PPS courses are available by clicking on "View All". (Once you start the course, it will be listed under "My Current Course" section.)
- 4) As you complete your training course, you can see your progress and completion certificate under "My Progress", and can click the Certificate icon to view your certificate.

Proxy approvers

For certain budget holders who currently have oversight over many department codes, proxy approval responsibilities may be granted to department directors and managers. Proxy approval will be granted on a case by case basis.

Proxy approval forms can be found on the PCard website [here](#) and returned to the PCard team at pcard@pps.net.

Questions and contact information

If you have questions about the PCard program or process, please contact the PCard team at pcard@pps.net or visit the PCard website at <https://www.pps.net/Page/1317>.