

OTHER- FM Team - Procument Card

	Activity	Who	Form/Hyperlink
Step 1:	FM Procard holder This site is designed as an overview of Western Michigan University's procurement pard (pcard) policies and	Management, Supervisors, supporting administrative staff, FM unions respectively	https://wmich.edu/sites/default/files/attachments/u1169/2019/Pro Card P%26P 0.pdf
Step 2:	Who gets a pcard FM supervisor will determine if a pcard is needed for their employee	Direct supervisors complete: Procurement Card <i>Application Form</i>	https://wmich.edu/payroll/accoun
Step 3:	What may be purchased via pcard	Please refer to Guidelines, general cardholder instructions via hyperlink	https://wmich.edu/sites/default/files/attachments/u1169/2019/Pro
Step 4:	There are 4 parts to your procard responsibilities: 1. Purchase item needed less State of MI tax 2. Filling out procard log and attaching proof of payment 3. Obtain direct supervisor signature (or equal to) on pcard log	Employee complete forms. Employee & Supervisor need to sign log and submit to Tara Tresh at FM Business and Operations department.	https://wmich.edu/sites/default/files/attachments/u1169/2020/Michigan%20Sales%20tax%20exemption.pdf https://wmich.edu/sites/default/files/attachments/u218/2013/purchasing-log.pdf
Step 5:	Procard financial institution: Bank Of America (BOA)	User LoH24:L28gin to BOA User guide BOA Pcard PIN check for Pcard BOA training videos	https://payment2.works.com/works/ https://wmich.edu/sites/default/files/attachments/u332/2015/New%20user%20interface%20users%20guide.pdf https://wmich.edu/sites/default/files/attachments/u332/2017/PINCheck-User-Guide-2.pdf http://training.works.com/support/training.html?9474b4356e96b146ee58e6d7f181c5b9~13~cce3df80f07d36b56db4376a4802d6c2~5109d85d95fece7816d9704e6e5b1279
Step 6:	HELPFUL HINTS AND PROCEDURES	Employee, Admin, ; all can complete forms Check here for helpful hints and procedures put forth by WMU Account Payable Department	https://wmich.edu/sites/default/files/attachments/u1169/2019/Top%20Procurement%20Card%20Questions.pdf https://wmich.edu/payroll/accounts-payable/procard