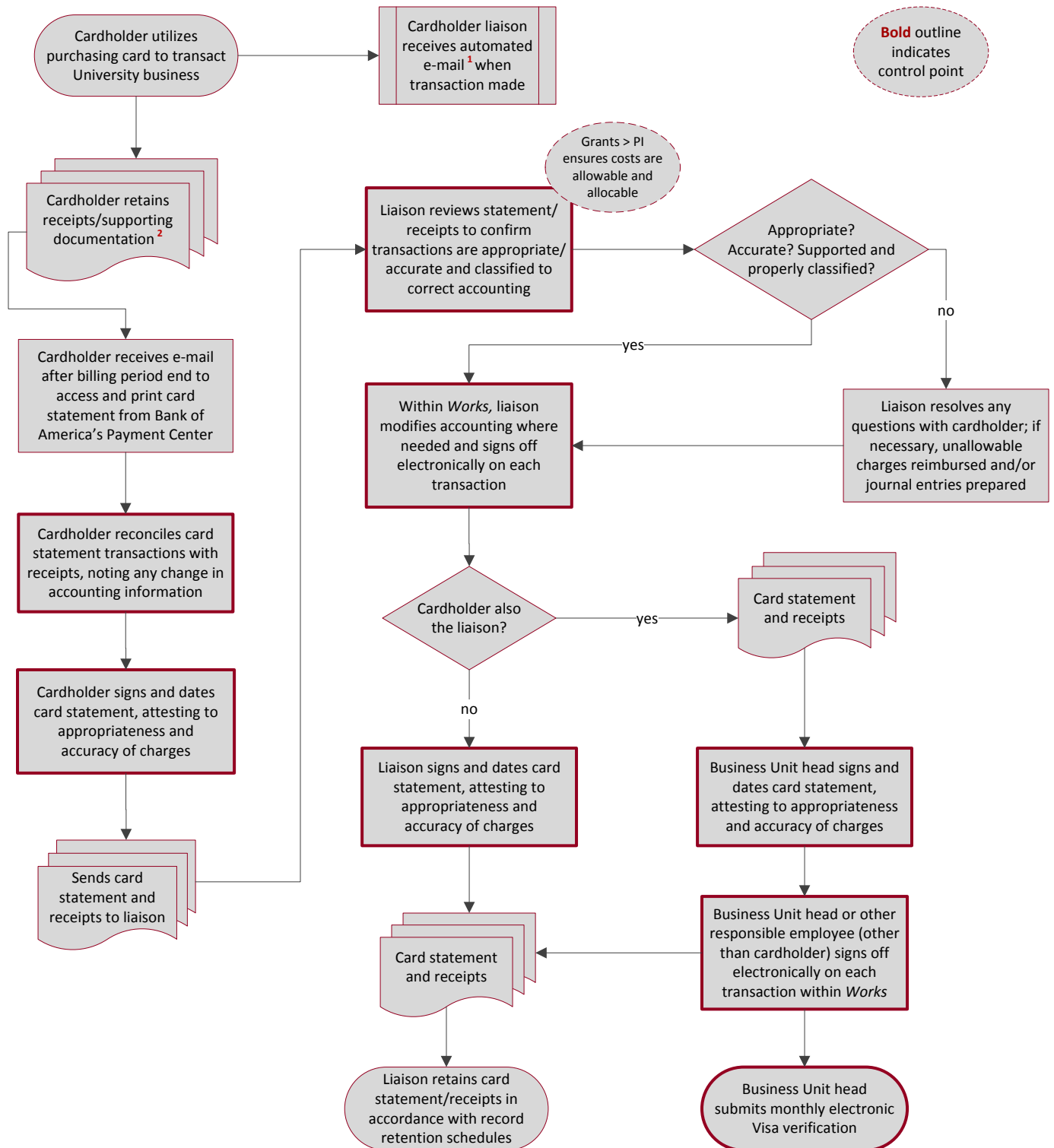


<sup>1</sup> The Purchasing Card Cardholder Agreement stipulates the purchasing card is to be used only for the legitimate benefit of the University and the cardholder is to adhere to all related policies and procedures.

<sup>2</sup> Works is the Bank of America's web-based electronic card general ledger system used by its commercial clients.

# University of South Carolina

## Purchasing Card Process – Transaction Review and Approval



1 Transaction e-mail includes date of transaction, cardholder name, and transaction amount.

2 If receipt and supporting documentation not retained, cardholder must contact vendor to obtain. If unable to obtain via vendor, cardholder must complete and sign Purchasing Card Missing Receipt Affidavit (immediate supv/mgr must also sign).