

## Tips for Plant – Bank of America Works

When is a Pcard Purchase Request Form Required?

Tool Purchases	Transaction Total = \$500 or more	Transaction Total = \$1000 or more
All Departments	Repair Shop, Grounds Shop, Plumbing Shop, Fleet Service, Carpenter Shop, Paint Shop, Custodial and Environmental/Health/Safety	HVAC, Lock Shop, Central Stores and Electric Shop

### Completing Action Items

- 1) Once logged into the BOA Works system, click on the link to your Pending or Flagged transactions from your dashboard.
- 2) The system will default to list transactions from the last 3 months. In order to see all outstanding transactions, you must always update your date range and then click Search. This is found in the

