

(For use in accordance with [Purchasing Card Procedures](#) Policy)



Purchasing Card Procedures

INSTRUCTIONS ON ENTERING PURCHASE REQUESTS IN “WORKS” SYSTEM

An open, approved purchase request is required before a card can be used to make a purchase. The cardholder or proxy must enter a new request which will be reviewed and approved (or adjusted or disallowed) by the approver and Program Administrator.

1. On Works homepage, click Create: Purchase Request: GO
2. Enter purchase request name (vendor name).
- 3.
4. Choose cardholder that purchase request is for (if not you).
5. Enter description (for example, “office supplies”) in the Goods/Services section.
6. Enter vendor name.
7. Enter amount that you would like approval for in the Goods/Services section.
8. Unclick “Do not expire this request” statement.
9. Enter expiration date. (Note: All requests will be closed on June 30th.)
10. Click Submit.
11. Cardholders can view pending and approved requests on the Works homepage.

Approved 8/31/18