

DPA Credit Card Sign-off Procedures and UD Credit Card Statements

- **Non-Travel Charges:** Once the charge hits WORKS, and you have a receipt that matches the amount charged, sign off in WORKS and forward the receipt to Department Administrator.
 - **Sign Off Procedure** (within 30 days of charge in WORKS)
 - **Purpose Code** (3 methods below):
 - Enter the Purpose Code to charge in the appropriate WORKS field
 - Enter the Purpose Code to charge into the comments section in WORKS
 - Indicate Purpose Code to charge on DPA General Requisition Form signed by Advisor (emailed approval is acceptable if Advisor is traveling)
 - **Bona Fide Business Purpose** must be entered into the comments section. (See Policy 5-22 UD Credit Card for definition of Bona Fide Business Purpose)
- NOTE: Without this information your transaction will be flagged and incomplete until this information is added. Your receipt will also be returned to you until completed.
- **Receipts** - Submit receipt to Department Administrator only after the charge has been signed off in WORKS.
- **Credits** (when applicable) – do not sign off on credits until you have a credit receipt which should then be submitted to Department Administrator.
- **DPA General Requisition Form** – this should only be submitted for the amount of an individual charge. (*Example:* you order supplies from WB Mason; a few items are charged one day and a few more charged on another day therefore separate charges; the Department Administrator needs to see a Requisition Form that for each charge that is documented in WORKS).
- **Travel Charges:** When your trip is complete, submit your Travel Expense Form to Departmental Administrator along with all applicable receipts. Please make sure that all charges have been signed off in WORKS prior to submitting your Travel Expense Form. The Sign Off requirements mentioned above in regards to Purpose Code and Bona Fide Business Purpose apply to the travel charges as well.

For Graduate Students and Post-doctoral Researchers – you **must** have your advisor assign a purpose code and sign your Travel Expense Form prior to submitting to the Departmental Administrator [as mentioned previously, emailed approval from your Advisor is acceptable if they are traveling]

- **UD Credit Card Statements:** These will be put in your mailbox when delivered to DPA. Please review the statement, attached any invoices that had not been previously submitted, sign it and forward to the Departmental Administrator.

Note: Administrative Staff UD Credit Card Procedures remain the same.