CoHnect News emailed 8/22/2025

P-Card Tidbits

- Enter your expense purpose as P-card, last 4 digits of card & last name, first initial of card holder. This enables us to pull all of Bank of America's payments on 1 processing.

example: p-card 1234/Rosas K

- Expense date should be the last day of the billing cycle for example July's would be 7/27/25.
- The signed BOA statement (by cardholder and department Pcard authorized delegate needs to be attached with supporting documents. The Transaction Summary report is not required anymore.
- Check if the expense report was put on Hold by the system. If so, you must identify the reason and resolve it so that it can be processed.
- The deadline is still the 2nd Tuesday of each month, unless it falls on a holiday week. BOA statements are available on the website on the 28th of each month.
- All documentation, receipts, procurement method, quotes, OOST/ERC (basically everything that was required previously in FRESH except the Transaction Summary) is still needed for Pcard' s in CoHnect. Nothing has changed except the way the information is entered.
- Scan all documentation at one time into one file so that there is only 1 attachment for the record. The scanned file must be in the same order as the items appear in the expense record. You may either place the attachment in the Header or as a receipt attachment is fine.
- If a Pcard holder is not available to input their expenses, they must delegate someone else to do this in order to meet the deadlines, no exceptions are allowed. We cannot delay payment to BOA.
- Accounts does not need any hard copy receipts or invoices. They may be kept for your departmental purposes, if needed.