



Agency Purchasing Card Administrators' Meeting

May 8, 2018 – 2:00 - 4:30

Winewood Office Complex, Building 4

AGENDA

- ◆ **Introductions** – Michelle Oliver
- ◆ **Program Updates** – Michelle Oliver
 - Employee ID Conversion
 - February File Issue
 - Agency Representation Letters
- ◆ **Project Updates**
 - Works Project Update – Natalie Hanks
 - Pilot
 - Enterprise Planning for Implementation
 - Online Resources
 - Works Overview – Michelle Oliver
 - Spend Control Profiles
 - GL Values
 - Roles / Hierarchy
 - Configuration Spreadsheet
 - Onboarding Sessions
 - Training
 - Change Champions
 - Receipts and Supporting Documentation
 - Agency PCard Plan and Forms
 - Reconciliation Process Replacement
 - Works Demonstration – Brenda Vila
 - Administrator Functions
 - Transaction Processing
- ◆ **Questions and Wrap-up**