

Purchase Card Flags and How to Correct

Note: P-card data is uploaded monthly via a flat file to Celonis and reviewed retroactively. These transactions are not automatically updated in Celonis if changes are made within Bank of America Works, therefore, we rely solely on your communication for updating flags. To notify us that a flag has been corrected in any way, please reach out CP.Audit@omes.ok.gov.

What we review:

- Hotel charges
- Possible split purchase
- Transactions over 25K
- Fuel or service station charges
- Emergency acquisition
- Missing receipt

Possible flags:

- Did not acquire an itemized receipt or written itemization. Refer to § 10.1 - 10.4.
- Did not utilize the drop-down menu to select Emergency Acquisition in Works. Refer to § 11.
- Did not utilize the drop-down menu to select Interagency in Works. Refer to § 11.
- Did not utilize the drop-down menu to select Statewide Contract in Works. Refer to § 11. Did not utilize the drop-down menu to select Utility in Works. Refer to § 11.
- Exceeded the GSA rate; Designated hotel was not specified and supporting documentation not attached in Works. Refer to § 11.
- Exceeded the single purchase limit of \$25,000; Refer to § 3.2.2.
- Executive Order 2020-02 banned travel to the State of California. No approval provided showing travel deemed essential.
- Oklahoma sales/lodging tax was charged; No credit obtained. Refer to § 7.12.

- Purchase split to bypass the single purchase limit and/or competitive bidding requirements. Refer to definitions and § 7.6.
- Purchase was prohibited; No approved exception request. Refer to § 7.6.