



**State of Georgia
Department of Administrative Services
State Purchasing Division**

Official Announcement # 20-02

FROM: Lisa Eason, Deputy Commissioner, DOAS

A handwritten signature in black ink, appearing to be "LE", located to the right of the "FROM:" line.

DATE: November 18, 2019

TO: State of Georgia Procurement Professionals

RE: P-Card Employee ID Field Required

The Department of Administrative Services (DOAS), State Purchasing Division (SPD) announces an update to the required fields when creating a new cardholder in the Bank of America Works® system.

Beginning January 1, 2020, all new cardholders must have the Employee ID field populated with their employee ID. Please be aware that this entry must be completed at the time the card is issued. The employee ID cannot be added or changed after the issuance of the card without DOAS and Bank of America's assistance.

The employee ID is needed to distinguish cardholders with similar names and to help improve our p-card continuous monitoring. Please note, SPD recommends a cardholder's legal name be used when issuing a card.

Details related to the process within Works®, will be provided in a webinar held as indicated below. [Please click here to register.](#)

Thursday, November 21, 2019 at 10:30am

Tuesday, November 26, 2019 at 10:30am

If there are any questions or concerns regarding this new requirement, please contact the SPD audits team at audits@doas.ga.gov.