Student Club Card Reference Guide
Overview of Review Process

**PURCHASE**
- **Student Club Member**
  - Makes a purchase with the club card, and emails receipt(s), and transaction details to Club Officer

**RECEIPT**
- **Student Club Officer**
  - Uploads receipts and provides transaction details online via GRAM

**REVIEW**
- **Graduate Assistant**
  - Checks the chartfield, receipt, and budget; sets the transaction as being “Reviewed”; tracks expense in Engage

**APPROVE**
- **OSARC Staff Member**
  - Approves club card purchases in GRAM
Two emails from “MasterCard Worldwide” will be send directly to you.

1. First one, with your system-generated User ID:

GRAM is NOT an NYU-owned system, these emails will NOT come from an NYU address.

DO NOT DELETE THIS EMAIL
2. The second, with your Temporary Password:

DO NOT DELETE THIS EMAIL
The link to the Bank of America GRAM system:

https://globalcard.bankofamerica.com/

Be sure to bookmark this link for future reference!
Login to GRAM with your system-generated User ID and Temporary Password received in the Mastercard Worldwide emails.
Enter User ID (case-sensitive)

Create New Password (case-sensitive)

Select a Security Question(s) - must be used when recovering forgotten login credentials and click Register Account

All other values have been configured with your user profile creation in GRAM
Making a Purchase
Key Reminders Before Making a Purchase

Before distributing the student club card, the Club President and Treasurer should have reviewed all club spending guidelines with their club members.

- Follow spending guidelines for initial and supplemental allocations and revenue funds found in the Student Club Handbook.
- The spend limit on the card is equivalent to your remaining initial/supplemental allocation. Please discuss revenue account purchases with your GA BEFORE you make them.
- Transactions made should be sales tax-exempt
- Student Club Card is a credit card, not a debit card, therefore ATM cash advances are not permitted
- You may be prompted for the card PIN, keep this number in a safe place
- ANY purchases made that exceed the club’s available budget and/or violate the club purchasing policies will be denied and MUST be reimbursed to OSARC.
Steps For Club Member to Take When Making a Purchase:

- Complete the transaction, and immediately take a photo of the receipt and email to yourself

- Send an email to the club president and treasurer with the receipt and a description of the transaction, including:
  - What was purchased
  - What was the purpose
  - Which event/activity (name of event and date)

- Return the card to the Club President or Treasurer, who will log that the card has been received on their manual log
The Club President and Treasurer receive an email notification from Bank of America that alerts them to review transactions, and attach a single supporting documentation file that contains the receipt and Event Details sheet from Engage.

These emails are only sent on Tuesdays and Thursdays, and only sent when there are unreviewed transactions in the system.
Reviewing Transactions in GRAM
Login to GRAM with your system-generated User ID and self-selected Password (expires every 60 days)
If prompted with one of your Security Questions, type in the answer and click **Continue**
Click on **Financial** and select **Account Summary** to find the Account or Club for your review.
The single **Account or Club** assigned to you for review should be a hyperlink in the **Quick Link** box. Click on this hyperlink.
Default **Date Range** is the last 30 days prior to system date. Select the calendar icon to change the date range and/or click **Search**.

Confirm **Data Type** is Posting Date.

Date available for past 36 months.
Select the **Account Number** hyperlink to drill down to the transaction details.
Click on the right arrow icon to edit the transaction.

If unchecked, transaction(s) have not been Reviewed [or Approved].
Edit the **Description** box with the *required* detail of the transaction (event name and date) and under **Additional Information** - click the receipt icon to *add a receipt*. 
1) Before Receipt, click on icon

2) Click **Browse** to select file, then click **Add** to attach the receipt file, which MUST contain the receipt and the Event Details form from OrgSync.

3) After Receipt
Once editing is complete *(description and receipts added to the transaction)*, either:

Click the **Save** icon (floppy disk) to close the transaction for future edits
Financial Transaction successfully modified.
Transaction Modes
Once your club card is active and in use, you will want to be able to view your transactions, and assess where they are in the review and approval process.

Navigate to your transactions by following the same steps you took to review a transaction.
Click on **Financial** and select **Account Summary** to find the Account or Club for your review.
The single **Account or Club** assigned to you for review should be a hyperlink in the **Quick Link** box.

Click on this hyperlink.
Account Summary Date Range

Default Date Range is the last 30 days prior to system date. Select the calendar icon to change the date range and/or click Search.

Confirm Data Type is Posting Date.

Date available for past 36 months.
Select the **Account Number** hyperlink to drill down to the transaction details.
## Transaction Summary

**Club:** ACTRAL SOCIETY  •  XXXX-XXXX-XXXX-4971 (Active)  •  3RD FL - 105 E 17TH ST • NEW YORK, NY 10003217005

### Search Criteria
- **Date Range:** From: 03/28/2017  •  To: 04/27/2017
- **Date Type:** Posting Date
- **Data available starting:** 04/27/2014

### Search Results

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<th>Transaction Date</th>
<th>Description</th>
<th>Transaction Amount</th>
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**Search Total:** 144.99
**Transaction Modes**

1. **Transactions finalized** (Reviewed and Approved) and exported (posted from prior billing cycle)

2. **Transactions finalized** (Reviewed and Approved and posted within the billing cycle)

3. **Transactions partially finalized** (Reviewed OR Approved OR None and posted within the billing cycle)
Support
Administrators need to contact Bank of America Customer Support in the event of lost or stolen card(s) or fraudulent activity.