Student Club Purchasing Card Training
Overview of Training

Section 1: How to make a purchase

Section 2: How to reconcile transactions on GRAM

Section 3: Where to go for help and support

Section 4: Activating your GRAM Account
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.

- If purchase is made by another club officer, have them send an email to the club president and treasurer with the receipt and a description of the transaction, including:
  - What was purchased
  - When and where is was purchased
  - 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 when there are unreviewed transactions in the system.
Reviewing Transactions in GRAM
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
Reviewing Transactions

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**
At a glance from your homepage, see how many transactions need to be Reviewed and Approved.
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.

### ACCOUNT SUMMARY

NYU STERN STUD CLUBS • 105E 17TH ST • NEW YORK, NY 10003

#### SEARCH CRITERIA

- **Date Range:** From: 03/28/2017<br>To: 04/27/2017
- **Date Type:** Posting Date
- Data available starting: 04/27/2014

#### SEARCH RESULTS

<table>
<thead>
<tr>
<th>Account Name</th>
<th>Account Number</th>
<th>Transaction Amount</th>
<th>Adjustment Amount</th>
<th>Total Transaction Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLUB ACTRAL SOCIETY</td>
<td>XXXX-XXXX-XXXX-4971</td>
<td>144.99</td>
<td>0.00</td>
<td>144.99</td>
</tr>
</tbody>
</table>
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 (budget, event name, and date) and under **Additional Information** - click the cloud icon to **add a receipt**.
Add 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

Additional Information
Once editing is complete (*description and receipts added to the transaction*):

Click the **Save** icon (floppy disk) to close the transaction for future edits.
Financial Transaction successfully modified.

TRANSACTION SUMMARY

CLUB ACTRAL SOCIETY • XXXX-XXXX-XXXX-4971 (Active) • 3RD FL - 105 E 17TH ST • NEW YORK, NY 10003217005
Support
Potential Issues that Require Support

- Fraudulent Charges
- Declined Transactions
- Lost or Stolen Card
- Forgotten Password or User ID
Activating your GRAM Account
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:

This is an automatically generated message. Please do not respond to this address.

Your password for the online application has been set to: 

This password is case-sensitive.

This is a one-time password. You will be prompted to change your password the next time you log into the application.

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!
How to Access GRAM

Login to GRAM using the User ID and password sent to you by MasterCard Worldwide.
Questions?

Contact: nyuengrosarc@nyu.edu