

From: Kester, Tony
To: Morris, Tonia <tmorris@cg.sc.gov>
Date: 2/1/2013 1:19:45 PM
Subject: FW: Bank of America WORKS - Password reset

Please unblock MCC Code listed below.

From: Roberts, John
Sent: Friday, February 01, 2013 11:35 AM
To: Kester, Tony
Cc: Ellison, Ruchelle
Subject: FW: Bank of America WORKS - Password reset

Tony, Can you forward this on to Tonia to request a temporary unblock of the MCC Code listed below. Thank you!
tmorris@cg.sc.gov is her e-mail address.

From: Morris, Tonia
Sent: Friday, February 01, 2013 11:21 AM
To: Roberts, John
Cc: Ellison, Ruchelle
Subject: RE: Bank of America WORKS - Password reset

Have your agencies p-card administrator send me a request to temporarily unblock the MCC Code. The request should include the following information:

Card Holder's Name ----John Roberts
Last for digit of the cardholder card --- 9452
Amount of purchase ----\$1885.80
Business purpose of purchase ----Airline tickets for Staff to attend conference in Phoenix, AZ
MCC Code to unblock --- 3063

The request will be reviewed and the p-card administrator will be notified when the purchase is approved.

Tonia L. Morris, CPA
Director of Statewide Payroll/Accounts Payable
Phone: 803-734-2347
Fax: 803-734-1765
tmorris@cg.sc.gov

Comptroller General's Office
1200 Senate Street
Wade Hampton Building, Room 305
Columbia, SC 29201

From: Roberts, John
Sent: Friday, February 01, 2013 11:16 AM
To: Morris, Tonia
Cc: Ellison, Ruchelle
Subject: RE: Bank of America WORKS - Password reset

Thanks Tonia!

I did try to make the purchase and it was blocked. I called and got the MCC Code and it is **3063**.

From: Morris, Tonia
Sent: Friday, February 01, 2013 10:36 AM
To: Roberts, John
Subject: Bank of America WORKS - Password reset

I have verified that for program administrator's password resets, please call WORKS Technical Help Desk at 888-589-3473, Option 4. Note that all other password resets must be done by the program administrator in WORKS.

Tonia L. Morris, CPA
Director of Statewide Payroll/Accounts Payable
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