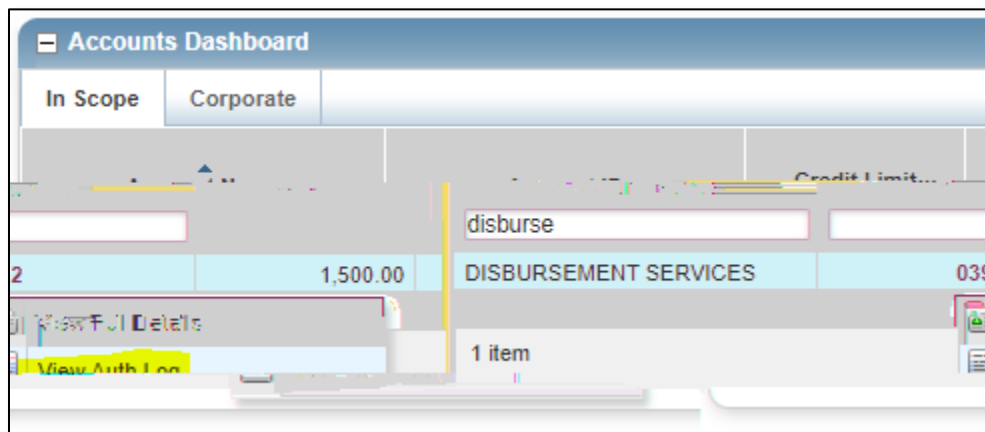


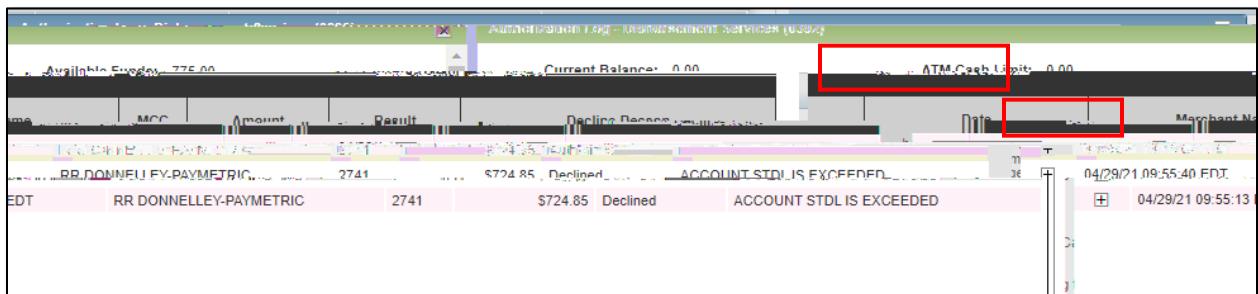
How to Check Your Available Balance on a Pcard

The instructions below are to assist cardholders and support staff to ensure there are sufficient available funds so that charges can be processed. Please remember to reconcile transactions timely.

1. Log into Bank of America Works.
2. On your home screen, you will see a list of accounts you have access to under the *Accounts Dashboard*.
3. Locate the card you would like to view, click on the last 4 digits of the card under *Account ID* and click *View Auth Log*.



4. You will see a list of authorized charges as well as your current available funds. You will also see a decline reason for any declined charges. The most common decline messages related to not enough funds are:
 - a. ACCOUNT STDL IS EXCEEDED (account standard limit is exceeded)
 - b. NOT ENOUGH AVAILABLE MONEY



5. If the available funds are lower than the amount you intend to charge, contact the Pcard administrators to increase the amount.