SOUTH CAROLINA
DEPARTMENT OF EDUCATION

MEMORANDUM

TO: School District Business Officials

FROM: Melanie Cooper
Finance Director

DATE: April 2, 2026

RE: Proviso 1.21

In response to recent security concerns and recommendations from Bank of America, the South Carolina Department of Education is implementing an alternative reporting method for districts participating in the Bank of America P-Card program.

Effective immediately, districts may post the **Works billing statement** in place of the Bank of America billing statement to satisfy the requirements of **Proviso 1.21**, provided that:

- The Works billing statement is **complete** and accurately reflects **all credit card transactions** listed on the Bank of America statement.
- The statement is posted **within 30 days** after any portion of the balance due is paid.
- All **credit card numbers** remain fully **redacted** prior to posting.

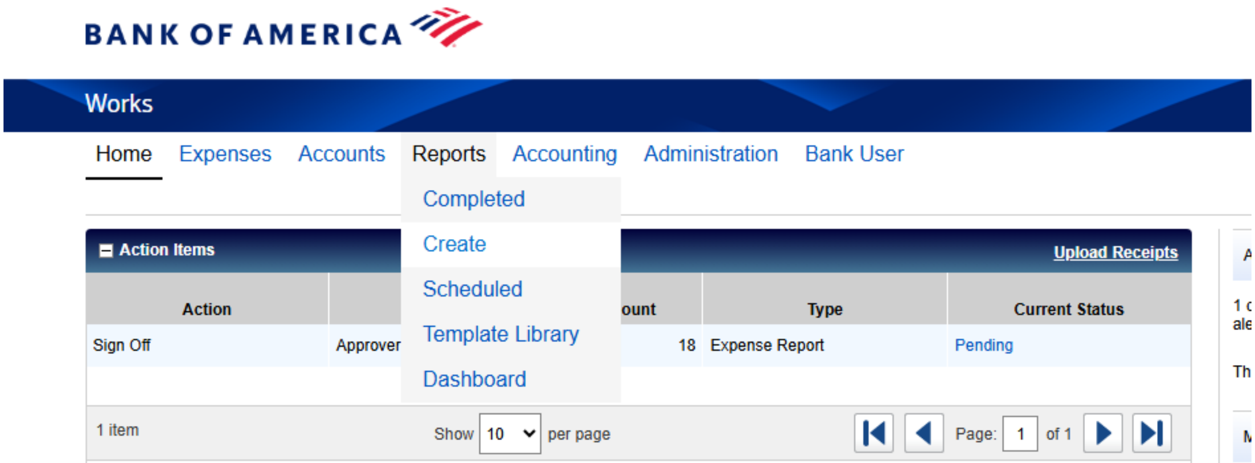
This approach meets the transparency requirements outlined in the proviso while significantly reducing fraud risk and enhancing security.

If you have questions regarding this change or need assistance with Works reporting, please contact *Card Digital Services (Works Help Desk) - 1.888.715.1000 opt. 2 then 4 or email* ***carddigitalservices@bofa.com*** and **Austin.grainger@bofa.com**.

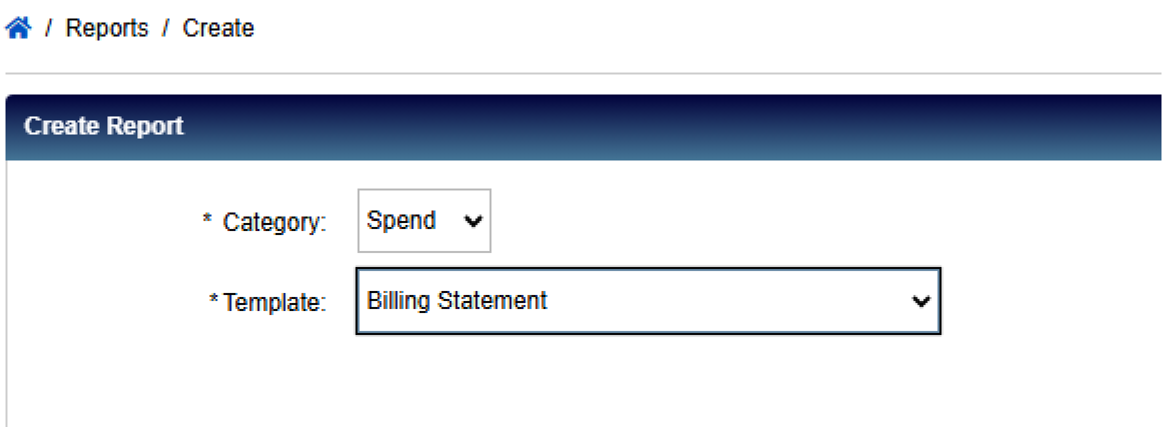
Thank you for your cooperation in maintaining compliance and safeguarding district financial information.

Works Billing Statement Report

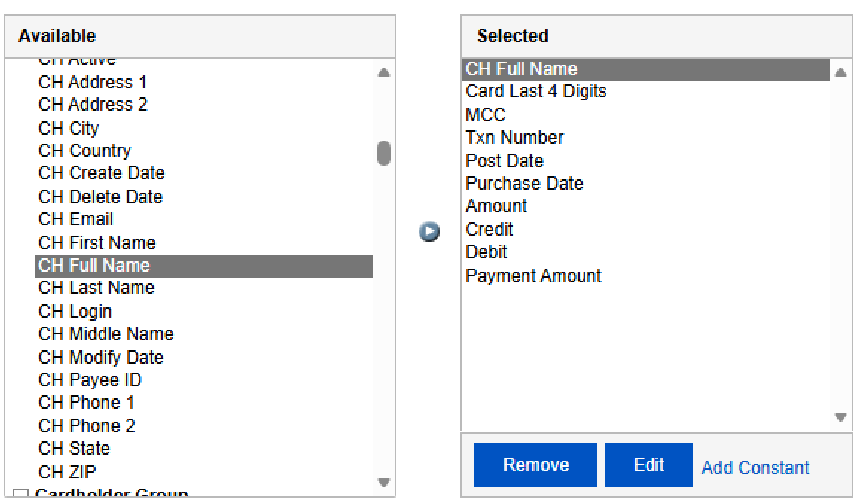
1.) Login to the Works platform.
2.) On the toolbar select the Reports tab → Create.



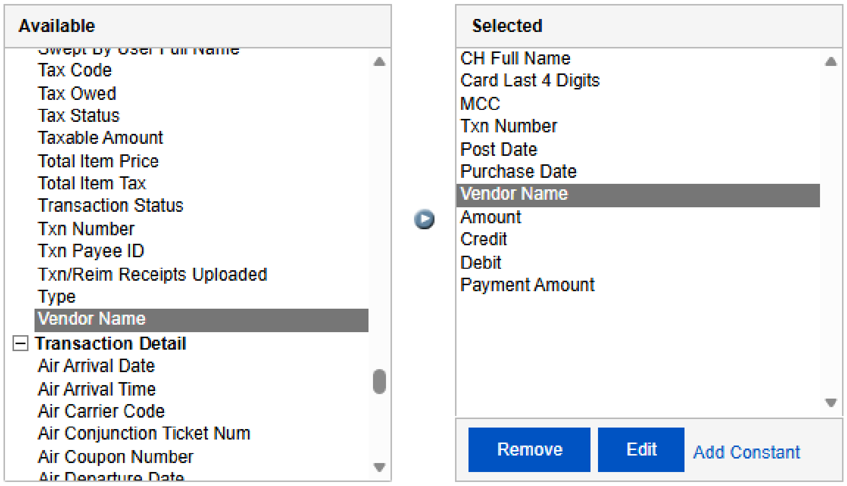
3.) Category dropdown – select "spend" and "Billing Statement" for the template.



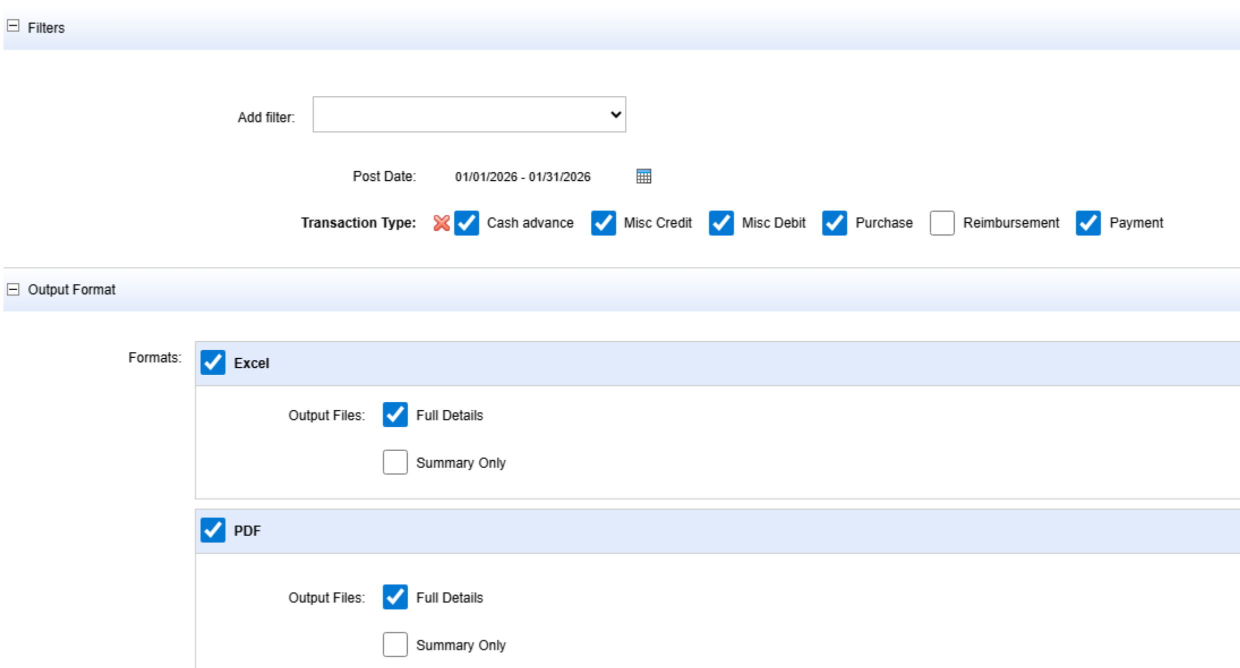
4.) Insert the Cardholder Full name field into the selected fields.



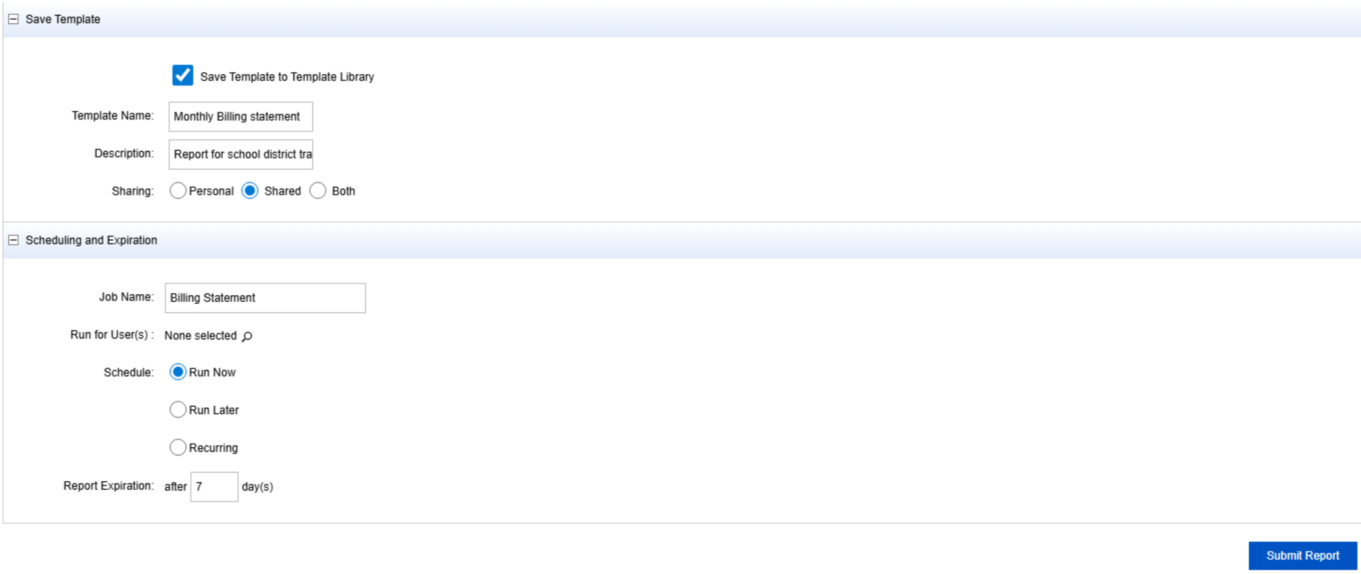
5.) Insert the Vendor name field and move to selected fields.



6.) Filter the date column to align with your billing statement and select "pdf" and "excel".



7.) Select "save template to template library" & select "shared". This will allow other program admins to run the report easily from your Works template library.



8.) Submit Report.

9.) Once the report run's – select the hyper link for the PDF/excel to download.