




Nathan Deal  
Governor

Thomas Alan Skelton, CPA  
State Accounting Officer

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**DATE:** November 7, 2016  
**TO:** Chief Fiscal Officers  
**FROM:** Alan Skelton, State Accounting Officer   
**RE:** Accounting Directive – P-Card Payment Method

### **Overview**

The State of Georgia recently executed a new contract with Bank of America for card services. The method in which payments are made to Bank of America for monthly p-card charges has changed. Effective November 1, 2016, Bank of America no longer auto-debits agency bank accounts for p-card payments. This change requires all entities to make future p-card payments via ACH or paper check. Wire transfers should not be used for this process.

Please refer to the attached Accounting Directive concerning p-card payment methods. The directive is also located on our website here: <http://sao.georgia.gov/accounting-directives>.

### **TeamWorks Agencies**

For agencies using the TeamWorks Financial system, the vendor master file for Bank of America has been updated to reflect the appropriate payment information for ACH and paper check. The vendor ID is 0000216623 and vouchers that are entered as part of the standard p-card voucher build process will default to that vendor ID for payment and default to ACH.

As part of this process, the vendor master files for FIA Card Services (vendor ID 0000009746 and vendor ID 0000283545) have been inactivated and should no longer be used.

### **Non-TeamWorks Agencies and Other State Entities**

For non-TeamWorks agencies and other State entities, future p-card payments to Bank of America should be made via ACH or paper check. The paper check mailing address is:

Bank of America  
P.O Box 15731  
Wilmington, DE 19886-5731

For ACH information, please contact the State Accounting Office at [psvendor@sao.ga.gov](mailto:psvendor@sao.ga.gov).

If you have any questions or concerns, please contact [stateaccountingoffice@sao.ga.gov](mailto:stateaccountingoffice@sao.ga.gov).