

- The P-Cards Crosswalk is a tool to help P-Card professionals navigate the change from the legacy system to GA@WORK.
- Refer to training materials for additional instructions and go to the [GA@WORK Resource Library](#) for additional resources.

Topic	Initiate/complete in legacy system by:	Initiate/complete in GA@WORK by:	Special notes:
Selecting P-Card on Requisitions	Card information can be automatically populated on requisitions for cardholders.	Requester must manually enter cardholder as requester to select their card when creating requisitions.	Requires user awareness and diligence to select the correct cardholder and card.
P-Card Maintenance	Administrators manually add cardholders, cards, and maintain proxy security.	Cardholder profiles are managed automatically via integration, and new cards are added through system integration.	Administrators must ensure accurate employee IDs in Bank of America.
Cardholder Role Requirements	Requesters can apply a card on behalf of someone else; cardholders do not need to be the requester or buyer.	Cardholders must be specified as the requester on requisitions and as the buyer on purchase orders to use their card. This can be performed by another user with requester or buyer role.	-
Prior Approval Requests	All P-Card transactions require prior approval via requisition, which does not have budgetary impact.	Transactions not requiring a PO can begin with a P-Card Prior Approval Request (no budgetary impact until transaction posts).	<ul style="list-style-type: none"> • Agencies have flexibility to determine when to use prior approval requests. • Budget impact occurs at the requisition, purchase order, and transaction posting stages.
Verification process	Currently referred to as reconciliations.	Reconciliations are performed through the verification business process.	<ul style="list-style-type: none"> • The approval flow will follow similar steps as other business processes. • Only transactions in verified status are eligible for settlement and payment.