



# FOOTHILL-DE ANZA

## COMMUNITY COLLEGE DISTRICT

Dear Current ProCard Holders and their Supervisors,

In our continued effort to enhance our processes, I am pleased to announce a significant modernization of our ProCard services as we transition to a new ProCard management platform. We will be moving away from the current manual process via MyPortal statements and officially adopting **Bank of America Works**, a web-based service designed to **automate, streamline, and integrate** our existing payment authorization and reconciliation processes.

This transition represents a major step forward in efficiency, as it allows cardholders to digitally **upload their receipts** and **update their FOAPs per transaction** directly within the platform. Most importantly, this change eliminates the need for manual routing through Adobe Sign, as supervisors will now be able to review and **approve all transactions online** within the Works program.

This new platform empowers supervisors with greater oversight review, ensuring that transactions appropriately support program needs and objectives. Another key benefit of this integrated system is real-time access to view transactions and process them in real-time.

To ensure a successful transition, we will be onboarding users in groups:

- Early implementers will begin in May
- additional groups on June 1st
- Full campus-wide adoption required by July.

Before being onboarded, all users shall be required to complete a **new ProCard application** signed by both the cardholder and their immediate supervisor. This application serves as a formal confirmation that you have **attended a training session**, read and understood all Bank of America and FHDA CCD **rules and procedures**, and verified your **department FOAPs** (Fund, Org, Account, and Program).

We are excited to further support you by providing you with tools with increased access, and easier processing. Here are links to an [overview video](#) and [PowerPoint](#) presentation. Please look for an Outlook invite for training session options and updated resources on the ProCard tile in MyPortal as we roll out this new solution.

Our team is here to support you. If you have any questions, do not hesitate to reach out to us at [procard@fhda.edu](mailto:procard@fhda.edu).

Sincerely,

Christopher Dela Rosa  
**Vice Chancellor, Business Services**