This guide provides step by step instructions to check spending limits and exceptions on a PCard in the Account Summary section of Works.

1. From the Works homepage, locate the last 4 digits of the account number (in blue) and click on them.

2. Click View Full Details in the dropdown menu.

3. Click Spend Control Profile to see monthly cycle limit and transaction limit.
4. Monthly cycle limit (CL) and standard transaction limit (STL) are in the Current Profile and Spend Control Profile areas.

5. The Current Profile also shows any exceptions approved for a card.
   a. “Trav” in the Current Profile name represents the travel restriction, and
   b. “Ren” represents the car rental restriction.
   c. In the profiles below, the top profile does not contain “Trav” or “Ren.” This indicates that travel and car rental restrictions have been lifted and are allowable on the card.
   d. The profile on bottom includes the “Trav” and “Ren” so travel tickets and car rentals are blocked on the card.

**Cardholders and Reviewers are reminded that review and sign-off on transactions certifies that cardholder is in compliance with all University and PCard policies (including travel related policies).**

**Cardholders and Reviewers are also reminded that electronic signoff certifies that the specific goods and services are (i) essential and necessary, (ii) appropriately budgeted for, (iii) have been properly received, (iv) are in compliance with the University’s SWaM Plan, and (v) directly support the mission of the University.**