

# The Ledger

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## Bank of America Purchase Card Statements

It has come to our attention that due to the COVID-19 pandemic, Bank of America did not mail out the p-card statements for the period ending April 15<sup>th</sup>, 2020. To obtain your statement online, please follow the instructions outlined below.

Please contact Cherie Meador at [cherih@vt.edu](mailto:cherih@vt.edu) or Brittney Whittaker [blwilson@vt.edu](mailto:blwilson@vt.edu) regarding questions.

### *How do I register for Global Card Access (GCA)?*

Visit the GCA website: [www.bofa.com/globalcardaccess](http://www.bofa.com/globalcardaccess).

Under the "Create an Account?" section, click on "Register a card":

1. Enter your 16-digit card number. Confirm that the "I am a cardholder" button is pre-selected and continue.
2. Enter your name exactly as it appears on your card, the expiration date and the 3-digit security code (CVV).
3. Verify your card using either a Verification ID or Employee ID (your Program Administrator can provide this if you do not know it). If you select email address to verify your account, a one-time passcode will be emailed to the address Bank of America has on file.
4. Complete the registration by creating a user name and password, selecting three security questions and accepting the Terms and Conditions.

For more detailed instructions, please reference the [Global Card Access User Guide](#).

### *How do I access a copy of my statement?*

Log into GCA and click on the View Statements link under the Quick Actions menu. Then click on View Last Statement. Online statements are available to all cardholders.