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 15th, 2020. To obtain your statement online, please follow the instructions outlined below.

Please contact Cherie Meador at cherih@vt.edu or Brittney Whittaker blwilson@vt.edu regarding questions.

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

Visit the GCA website: 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.