Standards: Managing a Department Credit Card with Multiple Users
University Standards: STN-U5348.04C

Authority

POL-U5348.04  Policy: Issuing and Using University Credit Cards policy

See Also

STN-U5348.04A  Standards: Securing University Credit Cards and Accounts
STN-U5348.01B  Standards: Controlled and Prohibited Purchases
POL-U5300.25  Policy: Reporting Loss of University Funds or Property policy
PRO-U5300.25A  Procedures: Reporting Loss of University Funds or Property procedures

Purpose of Standards

These standards are to be followed by all University departments issued a Multiple User Credit Card to ensure adequate internal controls to prevent fraudulent use and comply with required documentation of purchases.

Financial Manager - Roles and Responsibilities

- Assigns an employee to be the Card Custodian.
- Monitors card activity to ensure roles and responsibilities listed below are performed adequately.

Card Custodian - Roles and Responsibilities

Ensures all users:

- Are approved by the Financial Manager to be an authorized Card User.
- Complete the OneCard Training prior to be allowed to use the Card for the first time.
- Complete the Card User Check-Out and Agreement Log prior to being given the Card for the first time.
- Monitors the Log to ensure the Card is promptly returned.
- Provides a receipt that clearly identifies the date, vendor, itemized list of items/services purchased, individual and total cost.

Ensures the purchases are:

- Logged in the Multiple Credit Card User Transaction Log.
- Reconciled with the transactions in Payment.net.
- Meet the Standards for Controlled and Prohibited Purchases (STN-U5348.01B).
- Within the authorized purchasing dollar limit stated on the Card User Check-Out and Agreement Log.

Ensures:

- All concerns are promptly reported to the Budget Authority or Financial Manager.
• The Standards for Securing University Credit Cards and Accounts (STN-U5348.04A) are followed. The Card Custodian is not to use the Department Card to make purchases. The Custodian

Card Approver (Budget Authority) - Roles and Responsibilities

Ensures:

• The Transaction Log is reviewed at least monthly and compared against Payment.net transactions prior to approving each transaction.
• Appropriate receipts are obtained and match transactions.
• The purchases meet the Standards for Controlled and Prohibited Purchases (STN-U5348.01B).
• Within the authorized purchasing dollar limit stated on the Card User Check-Out and Agreement Log or written approval has been obtained by another Budget Authority with the appropriate dollar limit authority or the Financial Manager.

Card User - Roles and Responsibilities

Ensures:

• The card is only obtained for use after being checked out by the Card Custodian.
• The card is used only for purchases approved by the Card Custodian.
• The Standards for Securing University Credit Cards and Accounts (STN-U5348.04A) are followed when it is in the delegated user’s possession.
• Not providing the card to anyone else but the Card Custodian.
• Promptly returning the card to the Card Custodian.
• Providing the Card Custodian with required receipts.
• Promptly notifying the Card Custodian when the card is lost or stolen.