Standards: Managing a Department Credit Card with Multiple Users
University Standards: STN-U5351.02C

Authority

POL-U5351.02   Policy: Issuing and Using University Credit Cards

See Also

STN-U5351.02A   Standard: Securing University Credit Cards and Accounts
STN-U5348.01B   Standard: Controlled and Prohibited Purchases
POL-U5315.25   Policy: Reporting Loss of University Funds or Property policy
PRO-U5315.25A   Procedure: 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.