

# Office of Finance

---

## One Card Procedures

### About These Procedures

**Effective:** September 23, 2016

**Last updated:** May 29, 2019

**Responsible office:**

Supply Chain Operations

**Responsible administrator:**

Director of Supply Chain Operations

**Contact:**

Supply Chain Operations Card Specialists

### Table of Contents

Card Controls

Issuance of One Card

Renewal of One Card

Tax Exemption

Stringing

Required Documentation

Transactions Requiring Special Documentation or Approval

One Cards with Travel Option

Personal or Prohibited Transactions

Lost/Stolen Cards or Fraudulent Charges

Cardholder Terminations and Transfers

Accountabilities of a Cardholder

Accountabilities of a Student Card Custodian

Accountabilities of an Fiscal Approver

Related Information

Card Controls

&DPSXV ),1 6WUXFWXUH 5HVSQRVLEOH ,1Q2ML6XZQVORUHVWDE&ER  
DSSURSULDWH FDUG W\SHV VLQJOH WUDQVDFWLRQ DQG PRQWK  
LQGLYLGXDO &DUGKROGHU\U UHVSQRVLEOHVXHWHDQVDE\OUFKDVG  
PD[LXPV IRU VLQJOH WUDQVDFWLRQ DQG PRQWKOSHOFLWLWVODUE  
ORZHU OLPLWV DUH HQFRXUDJHG LI WKDW OHYHO RI VSHQG LV C  
DSSURDFK WR DVVLJQLQJ FDUG OLPLWV EDVHG RQ DUHDV RI UHV  
OHYHOV HVWDEOLVKHG E\ WKH 08+& &RQWUROOHU\U 2IILFH 08+  
DQG PRQWKO\ VSHQGLQJ OLPLWV UDQJH IURP

0RQWKO\ OLPLWV H[FHHGLQJ PD\ EH UHTXHVWHG LI D EXVL  
OLPLWV RYHU PXVW EH VXEPLWWHG WR 6XSSO\ &KDLQ LQ Z  
&KDQJH &DQFHOOHWLRQ )RUP

6LQJOH OLPLWV H[FHHGLQJ PD\ EH UHTXHVWHG LI D EXVL  
XVHG DV D SD\PHQW WRRO ZKHQ WKH PHUFKDQW UHTXLUHV LPPH  
FUHGLW FDUG DQG 6XSSO\ &KDLQ K\DYH E\HILQJPSWUF&HTX\QVSV  
OLPLWV RYHU PXVW EH VXEPLWWHG WR 6XSSO\ &KDLQ LQ Z  
&KDQJH &DQFHOOHWLRQ )RUP

\$QQXDOO\ 6XSSO\ &KDLQ 2SHUDWLRQV ZLWKO SQRVLEOHV KOGH  
5HSRUW 7KH UHSRUW ZLOO SURYLGH VEQDHSDFUDWPHQWPLWVDFKSEU  
FDOHQGDU\HDU\U WUDQVDFWLRQ KLVWRU\ DQG UHFRPPHQGHG  
RI WKH UHSRUW LV IRU GHSDUWPHQWVWER PDQDJH WKHLU 2QH &  
x 9HULI\LQJ WKDW WKH DSSURSULDWH HPSOR\HHV DUH &DUGK  
x (QVXULQJ WKDW SXUFKDVLRQJ FDUGWRL&DWGKROHGDSSDRSUYD  
x &DQFHOOHQJ DQ\ FDUGV WKDW DUHGHGDFWLYH RU ZLOO QR

'HSDUWPHQWV PXVW UHVSQRV WR 6XSSO\HESHYLDQMLWOM ZWWOLQD  
5HSRUW \$Q\ FDQFHOOHWLRQ RU FKDQJH UHTXHVWV VKDOO EH P  
7DE RU E\ XVLQJ WKH 2QH &DUG &KDQJH V\QORWOOBWSRQJROJPWH  
6XSSO\ &KDLQ 2SHUDWLRQV ZLOO KDYH QWDOGYHWIHSBWBBDQ\ KDX  
PDGH

\$GGLWLRQDOO\ 6XSSO\ &KDLQ 2SHUDWLRQV ZLWKO SQRVLEOHV KOGH  
VSHQGLQJ OLPLWV DUH FRQVLVWHQW ZLWKO V\QORWOOBWSRQJROJPWH  
2SHUDWLRQV ZLOO ZRUN ZLWK WKH BHSV\UWQSHQDQFWR FDIWGDSDS  
QHFHVVDU\

6WXGHQW 2QH &DUG  
7KH HVWDEOLVKHG PD[LXPV IRU VLQJLOWHVDUHQVDFWLRQ DQG PR  
UHVSHFWLYHO\ EXW ORZHU OLPLWVSEBQBHQFRRWDUHGLIILSDKVMG

Q 3pÀ `0 Àðð0 BÀDEp,€ H 4I&"E0 †€` ppÀ•p€Ð0ð €0` @ Pp0

Issuance of One Card

\$\$\$SOLFOWLRQ

&DUGKROGHUV ZKR KDYH EHHQ JLYHQ SHUDPLFRPESQHWRH KDDYH DL 2  
2QH &DUG \$\$\$SOLFOWLRQ DQG \$JUHHPHQWLJXHG\$EUVWKPH)QW PXV  
6WUXFWXUH 5HVSQRVLEOH ,QGLYLGXDO &DPSXV RU 08+& )LQDQ

7KH FRPSOHWHG \$\$\$SOLFOWLRQ DQG VLWQHGX\$SOH&KHQW 2SHWDM  
DWQHFDUG#XPV\VWHP HGX

8QGHU XQLTXH FLUFXPVWDQFHV D QRQD8&XVHQMLW\QHHSO RARH R E  
2QH &DUG 7KH GHSDUWPHQW PXVW FRRUGLQDWH ZLWK +XPDQ 5  
\$\$\$SRLQWPHQW KDV EHHQ JUDQWHG ZKLQWDDQGLXQGLQJWHRXKIRP

7UDLQLQJ

6XSSO\ &KDLQ 2SHUDWLRQV UHFHLYHV DQG SURFHVVHV WKH DSS  
&DUGKROGHU RU 6WXGHQW &DUG &XVWRGLDQDWGDFEOPES&EUVHQMUM  
P\+5 %DVHG RQ WKH &DUG 7\SH UHTXH\QWVWGU XRFUV WRKHV&ZLLOCK R Q  
GHWDLOV DV WR ZKLFK SDUW V RI WKH WUDLQLQJ DUH UHTXLUH  
WUDLQLQJ W\SH ZLOO FRQVLVW RI YWHZUQJ DXS JH\$HQFRDWRLRIQ D  
FRQVLGHUHG SDVVLQJ DQG WKH TXL] RQJEMFRUHWWD&HQODE/HQWHHS  
6XSSO\ &KDLQ 2SHUDWLRQV IROORZLQJ DQ RYHUQLJKW SURFHVV

5HFHLYLQJ &DUG

2QFH WUDLQLQJ KDV EHHQ FRPSOHWHGZLQ\$HWFDWIKHQ&DZLQKOR 08E  
FDPSXV PDLO

- x 7KH 2QH &DUG
- x 7D[ , ' FDUG ODPLQDWHG
- x &DUG 5HFHLSW )RUP

2Q UHFHLSW RI WKHVH LWHPV WKH &DUGKROGHUWRKHVWIRHOLSRVZ )  
DFWLYDWLRQ +H VKH PXVW LQLWLDO DSSOGLFDQOMKDIQ5H EIHMSXW QF  
WHQ EXVLQHVV GD\V RI UHFHLSW SENHDPDLQJQJ DWR 6XSSO\ &K  
RQHFDUG#XPV\VWHPHG WR UHWXUQ WKLV IRUP ZLWKQWVWKH DC  
2QH &DUG EHLQJ VXVSHQGHG XQWLO WKH IRUP KDV EHHQ UHFHL

2QH &DUGV DUH HQDEOHG ZLWK &KLS 5HFHLYLQJQJZRUROGZSG  
DFFHSDQFH RI WKH 2QH &DUG 'HSHQGLQJ RQ KRZ WKH PHUFKI  
SURPSWHG WR HLWKHU VLJQ D UHFHLSW RU HQWHU D IRXU GLJL  
VWURQJO\ UHFRPPHGGHG WR HVWDEOLLYKWD RQ1 DD/WWW DQ WDLFWHL RQ  
GHFOLQHG ZKHUH WKH PHUFKDQW UHTXLUHV D 3,1

6WXGHQW 2QH &DUG

(DFK GHSDUWPHQW UHTXH\VLQJ 6WXGHQWVWZQW&HDS\$PLFDWVLRQ  
DJUHHPHQW D ZULWWHQ H[SODQDWRQ RI ZK\ WKH 6WXGHQW 2Q  
EH XVHG E\ WKH UHTXH\VLQJ GHSDUWPHQW

6WXGHQW 2QH &DUGV ZLOO EH GLVWULEXWHG WR WKH 6WXGHQW  
UHWXUQ WKH 5HFHLSW )RUP DV DERZLHWK)DLQXUHDWR RUMWVXGQVW

EXVLQHV V GD\ V RI UHFHLSW PD\ UHV XQJW XQ SMIQG 6 6 XQHWLW 2QKH  
EHHQ UHFHLYHG

**Renewal of One Card**

2QH &DUGV H[SLUHV HYHU\ WKHUH H[SIDUDWLRQ QR R R QWDK WZ KIDFKR  
HPERVVHG RQ WKH IURQW RI WKH FDUG

&DUGV WKDW KDYH QRW EHHQ XVHG ZLWKLQ WKH WZHOYH PRQW  
UHLVVXHG WR &DUGKROGHUV 5HSODFHPHQW FDUGV ZLOO EH V

&DUGKROGHUV ZLOO EH QRWLILHG RI WKHLU UHSODFHPHQW FDU  
WUDLQLQJ &DUGKROGHUV DUH UHTXLUHG WR UHSHDW WKLV WU  
RI DQ\ FKDQJHV LQ SROLF\ RU SURFHVXUHG VLQFH WKH FDUG ZDV

2QFH WUDLQLQJ LV FRPSOHWH WKH UHQHZDO FDUG DQG &DUG 5  
FDPSXV PDLO ZLWK WKH VDPH H[SHFWDWLRQ WR UHWXUQ WKH 5  
GD\ V

**Tax Exemption**

\$W WKH WLPH RI D SXUFKDVH WKH &DUGKROGHU VKRXOG PDNH V  
WD[ H[HPSW VWDWXV 7KH 8QLYHUVLTHG TRQWDK H[BPSWRQWREH2QJL  
&DUGKROGHUV ZLOO DOVR EH LVVXHGLD OORL&ODUGHG WD[ , ' FDUG

6RPH PHUFKDQWV PD\ SUIHU D FRS\ RZKWK PD[EH]HRSO GFBUWL  
[ZZZ XPV\ VWHP HGX XPV ID PDQDJPHQW WUDYHO WU](#)

)RU D OLVW RI RWKHU VWDWHV DQG WKH LRQMURS OHHB QVVLWDXD  
[ZZZ XPV\ VWHP HGX XPV ID FRQWUROOHU DWDRXQWLQJVHUYLFHV](#)

&DUGKROGHUV VKRXOG EH DZDUH WKD DOWK HWB[[H FDSGL RQK HHPDU V  
FKDUJHG RWKHU W\SHV RI WD[HV IHGHUDO ORFDO XVH HWF

,I VDOHV WD[ LV FKDUJHG WKH &DUGKROGHU TRQGFSDW VEPIQQWL W  
&DUGKROGHU PXVW FRQWDFW WKH PHUFDQW WR UHTXHVW D UH

**Stringing**

6SOLWWLQJ D ODUJH WUDQVDFWLRQQWVZKIPQOMKLSORWVWQ WKBQ  
H[FHHGV WKH &DUGKROGHU V VLQJOH WUDQVDFWLRQ OLPLW LV  
WR EH PDGH ZKLFK H[FHHGV D &DUGKROGHU PLWXUDJOM &DQGOH  
&KDQJH &DQFHODWLRQ )RUP PD\ EH VLXPLWWHG WR UHTXHVW D

7KH UHTXHVWHG FKDQJH ZLOO EH UHYLHZHG E\ 6XSSO\ &KDLQ W  
2QH &DUG SXUFKDVH RU LI D 3HRSOH6RIW UHTXLVLWLRQ LV UHT

**Required Documentation**

\$ UHFHLSW LV UHTXLUHG IRU HYHU\ WUDQVDFWLRQ PDGH ZLWK V  
MSJ WLI HWF RI WKH GRFXPHQW DPHW [SHQGLWXUH EHQHILWV WKH  
3HRSOH6RIW )LQDQFLDOV ZKHUH LW EFRPHV WKH RIILFLDO 8QL  
EH UHWDLQHG LI UHTXLUHG E\ D WKLUG SDUW\

7KH SUHQVDFWLRQ LV OLVWHG EHORZ LQ RUGHU RI SUHI

\$Q RULJLQDO UHFHLSW IURP WKH JPHQVDFWLRQ OX, GIDU HWF  
VKRZV D OLPLWHG DPRXQW RI LQIRUPDWLRQ RU KDV RQO\ S  
WKH &DUGKROGHU LV EHQHILFLDO

- x 0HUFKDQW 1DPH
- x 7UDQVDFWLRQ \$PRXQW
- x 'DWH

x ,WHPLJHG GHVFULSWLRQ RI LWHP V SXUFKDVHG  
&RSLHV RU IDFVLPLOHV RI WKH RULJLQDO UHFHLSW  
\$ SDFNLQJ VOLLS RU RWKHU GRFXPHQWV UHFHLYHG IURP  
\$ VFUHHQ SULQW RU RUGHU FRQILHUWV RQO\ VZKHQ  
RI DQ RUGHU IRUP WKDW ZDV PDLOHG IURP D PHUFKDQW WR U

,I D UHFHLSW KDV EHHQ ORVW WKH &DUGKROGHU GHQVUKHRTXCH/WRV  
EH SURYLGHG

,I WKH PHUFKDQW LV XQDEOH WR SURGXFH D GXSOLFDWH UHFHL  
-30RUJDQ &XVWRPHU 6HUFLFH DQG UHTXHVW D GXSOLFDWH UHFHL  
WDNHV FDOHQGDU GD\ \$ IHH PD\ EH FKDUJHG ,I -30RUJ  
GXSOLFDWH WKH\ ZLOO VHQG D OHWVWUHWKOHEDUHGWR OSGRUY  
7KH OHWWHU DORQJZSODFHFRPSOHPHQSW )WKH UHFHLSW IRU  
WUDQVDFWLRQ 7KH OHWWHU IURP -30RUJJDQ LW HUH TXLWGH IRU

**Transactions Requiring Special Documentation or Approval**

- x **Alcoholic Beverages** \$W WLPHV WKHUH DUH OHJLWLPDWHG VHSRHHG L  
WKH SURPRWLRQ RI WKH 8QLYHUVLW\ V LQWHUHVWV \$Q DW  
WKDW WKH H[SHQGLWXUH EHQHILWV WKH WDIYCHMDFLWLRFQ WK  
UHTXHVW SD\PHQW RI RU UHLPEXUVH BHQWRRUF DOFRKROLF  
x **Computer Hardware & Software** 3XUFKDVHV PXVW EH LQDFRUGDQFH  
DQG LQGLYLGXDO FDPSSXV ,7 UHTXLUHPKHQW EHH:QHJDSQWFKDW  
DSSURYDO GRFXPHQWV PXVW EH QRWHG RQ WKH ([SHQ  
x **Dues/Memberships** 8VH RI 8QLYHUVLW\ IXQGV IRU RUJDQV DWLRQ  
PD\ EH SHUPLWWHG IRU LQVWLWXWLRQV DOPSRHYLGHKLSIGXLD  
RU SURIHVVLRQDO VHUYLFH RI YDOXH WR WKH LQVWLWXWLRQ  
\*HQHUDOO\ 8QLYHUVLW\ EHXOGMCP DARHSDXRLQGO YLPHXEDUJ \$KLS  
GXHV XQOHVV QHHGHG WR GLVFKDUUHZ &QEKHSURLYLGHUHVSRQ  
HGXFDFWLRQDO SURIHVVLRQDO RUVWLWVWLRQY LFKHIVSRUJ \$B  
PHPEHUVKLS WKH FRPSOHWH QDPH RI WKH HWKUHJ DQ EFDWLRXV  
EH FOHDUO\ GHV([SHQGH BQSWW 6HH & 55  
x **Food for Human Consumption** )RRG FDQ EH SXUFKDVHG IRU D 8QLYHU  
HYHQW PHHWLQJ EXORQHVDVPMHOUHDLV VXIILFLHQW GRFXPH

- WKH FKDUJH 'RFXPHQWDWLRQ RQ WKH ([SHQVH 5HSRUW PX  
 SXUSRVH RI WKH PHHWLQJ HYHQW QDPH WR WLRQ\XVLF ZEPWK  
 8QLYHUVLW\ DQG DSSUR[LPH DWH 3RXP LEHU DWWHQGLQJ
- x **Food for Non-Human Consumption** ,I IRRG LV SXUFKDVHG IRU QRQ KXP  
 WKH SXUSRVH PXVW EH SURYLGHG RQ WKH ([SHQVH 5HSRUW
  - x **Gift Cards** ,56 \*XLGHOLQHV HTXDWH \*LIW & DUG V& DUG MT XLYM DQR  
 WR EH SXUFKDVHG ZLWK WKH 2QH & DUG XGHMLV \$FWRMOQSWLRQ  
 KDV EHHQ DSSURYHG LQRDLFR UDGQFMKZLWKW FDUG QHHGV P  
 PHW XWLOL]LQJ WKH SXUFKDVLRQ RSWLRQV ZLWKLQ 6KRZ 0H  
 PXVW SURYLGH SXUFKDVH H[FHSWLRQ DS SURFYDPOHQWSSWLRQ  
 PXVW EH LPDJHG DORQJ ZLWK WKH 2QH & DUG WUDQVDFWLRQ
  - x **Incidental Expenses** &HUWDLQ H[FHSWLRQV WR LQFLGHQWDO H[SH  
 LQFOXGLQJ IRU H[DPSON IORZHUV SHUVRGDH FURDWHRQV  
 JUHHWLQJ FDUGV 6HQXVXOD LWHPV WKDW GR QRW KDYH D  
 SXUSRVH PXVW KDYH D VWDWHPHQW RQ RZKWK [SHQVH VZSBO  
 EHQHILW WKH 8QLYHUVLW\
  - x **Third Party Payment Providers** ,I D WKLUG SDUW\ SD\PHQW SURYLGHU  
 3D\3DO 6TXDUH GRFXPHQWDWLRQ PXVW ERUSURQEGHGLQJ V  
 LWHP V ZDV SXUFKDVHG DQG WKH PHUFKDQWV QDPH
  - x **Travel Related Expenses** ± \$Q\ SXUFKDVHV UHODWHG WR WUDYHO H  
 KRWHO VKXWVOH VHUYLFHV HWF PIXVNS R DWHWKHF EGHGH  
 SXUSRVH RI WKH WULS 1RWH WKH JDPH IRH OVKH WUDYHOHU

([SHQVH 5HSRUWV ZLWKLQ WKH 7UDYHOXL ([SHQVH PHQW D W LRDQ B  
 RQ WKH VHOHFWHG ([SHQVH 7\SH HYHQW WR R XWKW KHE SXUFK(DPISF  
 LQFOXGH %XVLQHVV &RPP %XVLQHVV 6YEHOR YLKHJ & DSUHQVHVG HDQ  
 VKRXOG DOVR ZRUN ZLWK KLV KHU )LPFQW \$SSEIRYLFU MTXR UHPQ

**One Cards with Travel Option**

7KH 8QLYHUVLW\ RI 0LVVRXUL 2QH & DUG UHQDEWH & VHH[SHQVSD\ DR  
 EHORZ 7UDYHO DSSURYDO LV UHTXLVHG EXXS KH LRU DRYH GHUW LW Q  
 GHWHUPLQH E\ HDFKH DP SXVH \$HQBRZE V PD\ DOVR EH SXUFKD  
 HPSOR\HHV ZKHQ WKH 8QLYHUVLWY SD RQ JU FFDUQGLWGLQW HYLVLVV

+RWHO

5RRP IHHV KRWHO SDUNLQJ LQWHUQHW FKDUJHV RU RWKHU EX  
 WKH 2QH & DUG ZLWK 7UDYHO 7KH WUDYHOHU ZLOO QHHG WR SU  
 WLPH RI FKHFN LQ IRU LQFLGHQWDO QWKDWX PD\DRFPKQL BHWVGD  
 J\ P DFFHVV PRYLHV URRP VHUYLFH 2VF & DUG QRW DOORZDEOH

,I WKH WUDYHOHU LV WKH & DUGKROKHKLV WKH UHQW & RQG PD\ EH  
 ,I KRWHO DUUDQJHPHQWV DUH EHLQJUP DD HIRJOW KH WLPDWH QRW  
 UHTXLUH FRPSOHWLRQ RI D &UHGLW ED DG \$RZWK RULH D &DLRQK RROGH  
 FRQILUP DW WKH WLPH RI UHVHUYDWHLRQ KZKDW HEKEDUJ EV ZLOO  
7UDQVSRUWDWLRQ

- ([DPSONV RI DOORZDEOH WUDQVSRUWDWLRQ SXUFKDVHV LQFOXG
- x \$LUOLQH 7LFNHVV
  - x 5DLO 7LFNHVV

x 6KXWVOH VHUYLFHV DQG 7D[L  
x %XV FKDUWHUV RQ SULRU DSSURYHG FROM & KDFW ZKHQ DXV  
x 5HQWDO &DUV (QWHUSULVH DQG 1DWLRQDO &DU 5HQWDO D  
\$Q LQGLYLGXDO UHQWLQJ D YHKLFOH IRU RQW UDFWX R O GADP DV XIPV  
YHKLFOH UHJDUGOHVV RI IDXOW 50 QDPO JFD O LDJH LOFLWV FRIYHU  
&' /': IRU D GDLO\ IHH KRZHYHU WKLSUFRYIHGHDG H L W KHW R P W  
&DUG ZKHQ XVHG WRRUH EWWWKKH8 QH K L Q O X H M G V S V I R O U D P  
(QWHUSULVH 1DWLRQDO KDYH DJUHHG WR LQFOXGH WKH &' /':

,I WKH 2QH &DUG LV DFFLGHQWDOO\ XVHG IRU D SHUVRQDO SXUF  
WKH PHUFKDQW WR UHYHUVH WKH WUDQVDFWLRQ RQ RQ KLV KHU SHUVRQDO GHELW FUHGLW FDUG  
WUDQVDFWLRQ RQ KLV KHU SHUVRQDO GHELW FUHGLW FDUG

,I WKH PHUFKDQW LV XQZLOOLQJ RU XQDEOH WR GR VR \$3 6KDU  
VXEPLWWLQJ WKH 2QH &DUG IRUHPPEXHU & DUGKROGHU WKH WKH WGHSDU  
YLD FKHFN RU FDVK ZKLFK ZLOO EH GHSRVLWHG LQWR 8QLYHUV  
5HSRUW &55 \$OWHUQDWHO\ WKH ([SHQVH 5HSRUWV & DUGKROGHU  
([SHQVH 5HSRUWV 6EH & DUGKROGHU WILPWXUJ VHIRHUVG SULRVLHQDO LQIRU

**Lost/Stolen Cards or Fraudulent Charges**

,Q RUGHU WR SURWHFW WKH 8QLYHUV & DUGKROGHU LQWHUWEN WUHSRUW HRG  
-30RUJDQ DQG 6XSSO\ &KDLQ 2SHUDWLRQV E\ FRQWDF  
7KH FDUGKROGHU FDQ EH OLDEOH IRU DOO FKDUJHV LQFXUUHG X  
PLVSODFHG

,Q WKH FDVH RI IUDXGXOHQW FKDUJHV -30RUJDQ RIWHQ FDWFK  
&DUGKROGHU QRWLFHV DQ\ DFWLYLW\ RQ DEW WKH FDUGKROGHU  
ZKLFK WLPH WKH &DUGKROGHU ZLOO QHHG WR YHULI\ WKH FKDU  
SODFHG RQ WKH FDUG XQWLO WKH FKDUJH RQ DEW FDUGKROGHU  
RU E\ FDOOLQJ &XVWRPHU 6HUFLH ,W LV WK  
&DUGKROGHU WR ZRUN GLUHFWO\ ZLWK -30RUJDQ WR UHVROYH V

**Cardholder Terminations and Transfers**

\$ 2QH &DUG &KDQJH &DQFHODWLRQ )RU 6 WUXWVXU M XSPLSRQHG I  
,QGLYLGXDOV WR FDQFHO WKH DFFR & DUGKROGHU HPSOR\PHRQWKV  
7KH GHSDUWPHQW PXVW FROOHFW WKH FDUG DQG HQVXUH LW KI

**Accountabilities of a Cardholder**

3XUFKDVHQJ 0HWKRG  
3XUFKDVHV ZLWK WKH 2QH &DUG PD\ E\ PDGH W KHSHQWRQ QHWHFU  
HPDLO E\ SKRQH RU E\ ID[ ,W LV UHFHLYHG EGHZHQ RDNDQJ  
WUDQVPLW FDUG LQIRUPDWLRQ LQ VHJPHQWV RS DQFURD WKH FDUG  
QXPEHU LQ RQH HPDLO RU ID[ WKH UHFHLYHG DWH ERQG WK

5HFRQFLOLDWLRQ  
7UDQVDFWLRQV DUH UHFHLYHG IURP 0HWK & DUGKROGHU WIRV3HGSDU  
WKH &DUGKROGHU ZLOO UHFHLYH DQ HPDLOHG QRWLILFDWLRQ R  
&DUGKROGHUV VKRXOG UHFHFRQFLOH WKH WUDQVDFWLRQV ZEMKSLQV

- x (QVXULQJ WKH FRUUHFW IXQGLQJ EKHUWILHOG VWULQJ KD
- x (QVXULQJ WKDW VSHFLILHG WUDQVDFWLRQV RQ TKLYH QURDQ  
DGGHG LQ WKH ([SHQVH 5HSRUW DV LQGLFDWHG DERYH



x 9HULI\LQJ HDFK WUDQVDFWLRQ KDV D PDWFKLQJ UHFHLSW  
([SHQVH 5HSRUW  
x 9DOLGDWLQJ WKH \$HURULIWRBWDKXEFWQWQJ WKH ([SHQVH 5HS

&DUGKROGHUV ZLOO UHFHLYH D UHPLQGMUDHQPVDLFOV LURRP VBIKRS OKDG  
SXOOHG IURP 0\ :DOOHW LQWR DQ ([SHQVH 5HSRUW ZLWKLQ GD

&DUGKROGHUV DQG WKVSRQYLEGDF, QDGHYH6YD DVUZHPLQ GHU HPDLQ  
6XSSO\ &KDLQ IRU DQ\ WUDQVDFWLRQ WKDW KDV QRW EHHQ SXO  
5HSRUW ZLWKLQ GD\

,I D WUDQVDFWLRQ KDV QRW EHHQ DGGHG WR DQ ([SHQVH 5HSRU  
5HVSQRVLEOH ,QGLYLGXDO ZLOO EH RORGHU I M G IEF R PDW OZ L D OGE W  
VXVSHQGHG

&DUGKROGHUV DQG WKH )LQDQFLDOOHL5HVS R UHPLEOCH UQGRD LG XID  
\$FFRXQWV 3D\DEOH 6KDUHG 6HUYL FHV ISRUJQA RXWVWDQGLQJ ([

'HOHJDWHV

&DUGKROGHUV PD\ DSSRLQW RQH RU PRWKH QDVEBYH O H F B Q FVOWR  
ZLWKLQ 3HRSOH6RIW LI VR GHVLUHG

&KDQJH RI 3HUVRQDO ,QIRUPDWLRQ

,Q WKH HYHQW RI D QDPH DGGUHVV SKRQH FKDQJH D 2QH &DUG  
LQGLFDWLQJ WKH DSSURSULDWH FKDQJHV

'LVSXWHV

3ULRU WR LQLWLDWLQJ D GLVSXWHDFW KMK&HDPHUKRIKODGHU GYKRIK FVGO  
WR UHVROYH WKH LVVXH ,I D GLVSXWH LV LQ RUGHU LW PXVW I  
GDWH ,I QRW UHVROYHG GLUHFWO\ ZLWK (QKHU PHU FKDDWH WKHR X  
FRPSOHWH DQG VXEPLW D 'LVSXWH 5HTXHVW )RUP 6XSSO\ &KDL  
GLVSXWH ZLWK -30RUJDQ LI QHHGHG VRKEH) LQFBOP\$SGZRMQU VK  
WUDQVDFWLRQV DUH LQ GLVSXWH VWDWXV

-30RUJDQ ZLOO ZRUN GLUHFWO\ ZLWK WRH W B H G L R / S X M U H U H K I D R X  
UHVROXWLRQ

7HPSRUDU\ /HDYH

,I D &DUGKROGHU LV SODFH RQ OHDYH SHQGLQJ V I W K H W K Q H G & D I D G I E  
OHDYH 7KH DFFRXQW I W D D F V L W R H E H R D O O R Z I R U S H Q G L Q J R U U H  
'XULQJ WKH OHDYH WKH FDUG PXVWGQ B D V E W R I R D W H I G S Z L W K D R W K  
&DUGKROGHU I V E H K D O I G X U L Q J K L V K H U D E V H Q F H

**Accountabilities of a Student Card Custodian**

&DUG /RJ

7KH &XVWRGLDQ VKDOO PDLQWDLQ D VHS&DUG WR ORUJDIRNU MIDH KF B  
FKHFNRXW DQG UHWXUQ WUDQVDFWLRQ XVDJH DQG VXEPLVVLR

5HFRQFLOLDWLRQ

7UDQVDFWLRQV DUH UHFHLYHG IURP 0BMDWHU &DUEXVQWRV3H&SOM-  
WKH &XVWRGLDQ ZLOO UHFHLYH DQ DDPDLQGG QRWLDFOMWRQ RI

&XVWRGLDQV VKRXOG UHFRQFLOH WKWUDQVDFWLRQV XBRQWZEFWKSQV V

- x (QVXULQJ WKH FRUUHFW IXQGLQJ E&DUWILHOG VWULQJ KD
- x (QVXULQJ WKDW VSHFLILHG WUDQVDFWLRQV DQWWRQWL B&TKLYH QR DQ
- DGGHG LQ WKH ([SHQVH 5HSRUW DV LQGLFDWHG DERYH
- x 9HULI\LQJ HDFK WUDQVDFWLRQ KDV D PDWFKLQJ UHFHLSW
- ([SHQVH 5HSRUW
- x 9DOLGDWLQJ WKH \$HURULIWR&W&EFW&WQJ WKH ([SHQVH 5HS

&XVWRGLDQV ZLOO UHFHLYH D UHPLQGHU HPDLO IURP 3HRSOH6R  
SXOOHG IURP 0\DOOHW LQWR DQ ([SHQVH 5HSRUW ZLWKLQ GD

&XVWRGLDQV DQG WKH )LQDQFLDOO\L5HVSRQVLEOHJ&B&DLOXID&  
&KDLQ IRU DQ\ WUDQVDFWLRQ WKDW MDVQRWDEH H&S&X&O&B&SIRUF  
GD\

,I D WUDQVDFWLRQ KDV QRW EHHQ DGGHG WR DQ ([SHQVH 5HSRU  
5HVSQRVLEOH ,QGLYLGXDO ZLOO EH QRWLILHG E\ HPDLO DQG W  
VXVSHQGHG

&XVWRGLDQV DQG WKH )LQDQFLDOO\L5HVSRQVLEOHJ&B&DLOXID&  
\$FFRXQWV 3D\DEOH 6KDUHG 6HUFLFHV IS&RUD& RXWVWDQGLQJ ([

&KDQJH LQ 'XWLHV

7KH &XVWRGLDQ VKDOO QRWLI\ WKH \$,XD&WZL&W&L&QJH 5H&X&S&R&L&E&  
&XVWRGLDQ HPSOR\PHQW VWDWXV RU UHVSQRVLELOLWLHV

**Accountabilities of a Fiscal Approver**

5HFRQFLOLDWLRQ

)LVFDO \$SSURYHUV VKRXOG UHFRQFLOH WKH LQGLYLGXDO UHFH

0RQLWRU DQ\ H[LVWLQJ GLVSXWHG WUDQVDFWLRQV WR HQVXUH  
WUDQVDFWLRQV WKDW UHTXLUH GLVSXWHWHDWKHGRZUWK 30XSSO\Q&KID  
GD\ V RI WKH WUDQVDFWLRQ GDW\WKHGRZUWK 30XSSO\Q&KID  
6XSSO\ &KDLQ ZLOO HQVXUH )LVFDO \$SSURYHUV DUH LQIRUPHG  
-30RUJDQ

**Related Information**

)LQDQFH 6XSSRUW &HQWHU  
KWWSV ZZZ XPV\VWHP HGX XPV ID SURFXUHPHQW FDUG RQ

2EWDLQ D 2QH &DUG \$SSOLFDWLRQ \$JUHHPHQW  
KWWSV ZZZ XPV\VWHP HGX XPV ID SURFXUHPHQW FDUG RQ

2EWDLQ D 6WXGHQW 2QH &DUG \$SSOLFDWLRQ \$JUHHPHQW  
KWWSV ZZZ XPV\VWHP HGX XPV ID SURFXUHPHQW FDUG RQ

)RUPV 'RFXPHQWV /RFDWHG RQ WKH 2QH &DUG :HEVLWH  
KWWSV ZZZ XPV\VWHP HGX XPV ID SURFXUHPHQW RQHFDUG  
2QH &DUG &KDQJH )RUP 2XWORRN  
2QH &DUG &DQFHODWLRQ )RUP 2XWORRN  
5HSODFHPHQW 5HFHLSW )RUP  
2QH &DUG 6WXGHQW 3XUFKDVLRQJ /RJ