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

&DPSXV),1 6WUXFWXUH 5HVSRQVLEOH ,¶QVG2MLGHXDZOVO RUHOL8V-DEF&RV
DSSURSULDWH FDUG W\SHV VLQJOH WUDQVDFWLRQ DQG PRQWK
LQGLYLGXDO &DUGKROGHU¶V UHVSRQVEHLFDLOLWPLVHL HDQVGDEXULOFKKDVG
PD[LPXPV IRU VLQJOH WUDQVDFWLRQ OOGQ PRQWKOVSHOLFWLWHVODUE
ORZHU OLPLWV DUH HQFRXUDJHG LI WKDW OHYHO RI VSHQG LV Q
DSSURDFK WR DVVLJQLQJ FDUG OLPLWV EDVHG RQ DUHDV RI UHV
OHYHOV HVWDEOLVKHG E\ WKH 08+& &RQWUROOHU¶V 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 &DQFHOODWLRQ)RUP

6LQJOH OLPLWV H[FHHGLQJ PD\ EQHO FJHUVVD Q7WKHHG2 OQRHU &DDULGUGH FFDLO\UH
XVHG DV D SD\PHQW WRRO ZKHQ WKH PHUFKDQW UHTXLUHV LPPH
FUHGLW FDUG DQG 6XSSO\ &KDLQ KED\YHH EHLHQLHLG PPSW\UFKFDKVDXLULQVV
OLPLWV RYHU PXVW EH VXEPLWWHG WR 6XSSO\ &KDLQ LQ Z
&KDQJH &DQFHOODWLRQ)RUP

$QQXDOO\ 6XSSO\ &KDLQ 2SHUDWLRQVZLWZZLLKOO O SQRRYI&L'GHUHGH8VWFFKKOGLHH
5HSRUW 7KH UHSRUW ZLOO SURYLGH VEQOGPHSHDUUWDUPHQ OWLPLHWDVFKSFUFDU
FDOHQGDU \HDU¶V WUDQVDFWLRQ KLVWRU\ DQG UHFRPPHQGHG
RI WKH UHSRUW LV IRU GHSDUWPHQWDVPWER PDQDJH WKHLU 2QH &
   x 9HULI\LQJ WKDW WKH DSSURSULDWH HPSOR\HHV DUH &DUGK
   x (QVXULQJ WKDW SXUFKDVLQJ FDUGW LRLDWV\ GKRUOHGUHGDH DSSDURSWUSJULYD
   x &DQFHOOLQJ DQ\ FDUGV WKDW DUHH GQOHHGFWLYH RU ZLOO QR

'HSDUWPHQWV PXVW UHVSRQG WR 6XSSOOH2VSSHULYDDOQWLLRWGQ\ &QH ZLWWLOOOLQD
5HSRUW $Q\ FDQFHOODWLRQ RU FKDQJH UHTXHVWV VKDOO EH P
7DE RU E\ XVLQJ WKH 2QH &DUG &KDQJHV&DD OQQRHHOOO ODIWSL$ RQQ G)IRRUUPP WKH
6XSSO\ &KDLQ 2SHUDWLRQV ZLOO KDYHQ FDDOOGVY GWHHLPHSSSRRUWDL RLQQO\ VKDXY
PDGH

$GGLWLRQDOO\ 6XSSO\ &KDLQ 2SHUDFWWLLRQ LWRYLLQWVZ LLVWZROO OGGHHQOWDHHOUG IPHHL Q&FDD LWUGG
VSHQGLQJ OLPLWV DUH FRQVLVWHQW ZLRWWRKW KH&G VVXXSSSSOO\H HUQJHKD HHQXFHV V
2SHUDWLRQV ZLOO ZRUN ZLWK WKH OSHLSHSVDO UDWUQWPWRHG QRHDQDWQFVHHWR FVDFUG D SDSV
QHFHVVDU\

6WXGHQW 2QH &DUG
7KH HVWDEOLVKHG PD[LPXPV IRU VLQJLOHWVH WVDOLUUDHQVDFWLDRR QG DQG PR
UHVSHFWLYHO\ EXW ORZHU OLPLWVS HEOQ L\V HHQ FRRXURXZW DDDJUQHWGH LDI FLL SVWDWK DDWWHVG

Q ³pÀ `0 Àðð0 BàDCEp,€0 H 4I&"E0 †€` ppÀ•p€Đ0ð €0`@Pp0

Issuance of One Card

$SSOLFDWLRQ

&DUGKROGHUV ZKR KDYH EHHQ JLYHQ SHUPLVVLRQ WR KDYH D 2QH
2QH &DUG $SSOLFDWLRQ DQG $JUHHPHQW VLJQHG E\ WKH)7Q PXVW
6WUXFWXUH 5HVSRQVLEOH ,QGLYLGXDO &DPSXV RU 08+&)LQDQ

7KH FRPSOHWHG $SSOLFDWLRQ DQG VLWWRH6WX$SSOH&KHDQLQ 2SHWJKW
DW WQHFDUG#XPV\VWHP HGX

8QGHU XQLTXH FLUFXPVWDQFHV D QRQ8QLYHUVLVW\QHHPSOR\HRUHR E
2QH &DUG 7KH GHSDUWPHQW PXVW FRRUGLQDWH ZLWK +XPDQ 5
$SSRLQWPHQW KDV EHHQ JUDQWHG ZKLFQWVDDOQVRILXQGGLFODUWHVRXKRUP

7UDLQLQJ

6XSSO\ &KDLQ 2SHUDWLRQV UHFHLYHV DQG SURFHVVHV WKH DSS
&DUGKROGHU RU 6WXGHQW &DUG &XVWRLGLYDQGDWRDFRPSOHGELQWHQWUV
P\+5 %DVHG RQ WKH &DUG 7\SH UHTXHVQWHGURFRFZWWKOGHV&ZLOOGOKRQ
GHWDLOV DV WR ZKLFK SDUW V RI WKH WUDLQLQJ DUH UHTXLUH
WUDLQLQJ W\SH ZLOO FRQVLVW RI YWHH2UQDJ DXSJUH$SHHQFRRUDWLRQ D
FRQVLGHUHG SDVVLQJ DQG WKH TXL] PLDQ\JEVFRUHUHWDXHOQODEOHQUHHS
6XSSO\ &KDLQ 2SHUDWLRQV IROORZLQJ DQ RYHUQLJKW SURFHVV

5HFHLYLQJ &DUG

2QFH WUDLQLQJ KDV EHHQ FRPSOHWHRGZLQSHUWDRWWLKRHQ&DZLUGOLOGEHHU
FDPSXV PDLO
        x   7KH 2QH &DUG
        x   7D[,' FDUG ODPLQDWHG
        x   &DUG 5HFHLSW)RUP

2Q UHFHLSW RI WKHVH LWHPV WKH &DWGGRUQGLVGRHQUWPXVHVSHIRHROLSRWZ)
DFWLYDWLRQ +H VKH PXVW LQLWLDO DOSSOGLVFDLREQOWKDQ5GHUHHLVSWXUQLR
WHQ EXVLQHVV GD\V RI UHFHLSW SEHHUHPDWLRRQQ QJDWWR 6XSSO\ &K
RQHFDUG#XPV\VWDLPOXHGX WR UHWXUQ WKLV IRUP ZLWWKQQWWKH DO
2QH &DUG EHLQJ VXVSHQGHG XQWLO WKH IRUP KDV EHHQ UHFHL

2QH &DUGV DUH HQDEOHG ZLWK &KLS YHFWUHLFWXQ RORQRJJ\ZRWURORGZLG
DFFHSWDQFH RI WKH 2QH &DUG 'HSHQGLQJ RQ KRZ WKH PHUFKL
SURPSWHG WR HLWKHU VLJQ D UHFHLSW RU HQWHU D IRXU GLJLV
VWURQJO\ UHFRPPHQGHG WR HVWDEOLVKDWLR3Q1DVVWJHQWDLFWLR
GHFOLQHG ZKHUH WKH PHUFKDQW UHTXLUHV D 3,1

6WXGHQW 2QH &DUG

(DFK GHSDUWPHQW UHTXHVWLQJ 6WXGHQWZLWW2QHV&KHDUGGSVPXVFWDVVWVLVRXE
DJUHHPHQW D ZULWWHQ H[SODQDWLRQ RI ZK\ WKH 6WXGHQW 2Q
EH XVHG E\ WKH UHTXHVWLQJ GHSDUWPHQW

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

EXVLQHVV GD\V RI UHFHLSW PD\ UHVXOQJW LQ SHQHG 6 GV XXQGQWOD 2QKHH
EHHQ UHFHLYHG

Renewal of One Card

2QH &DUGV H[SLUHV HYHU\ WKUHH H[SDUDWRLRQVWRRQ RROQWDV WZKGDFKR
HPERVVHG RQ WKH IURQW RI WKH FDUG

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

&DUGKROGHUV ZLOO EH QRWLILHG RI WKHLU UHSODFHPHQW FDU
WUDLQLQJ &DUGKROGHUV DUH UHTXLUHG WR UHSHDW WKLV WU
RI DQ\ FKDQJHV LQ SROLF\ RU SURFHGVXUHG 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 8QLYHUVLHWG\¶VRQVWWDKKH[HDSPSWRIQRWWREHH2QOLQH
&DUGKROGHUV ZLOO DOVR EH LVVXHGGLD 0OQPL&DQQDUGHG WD[,' FDUG

6RPH PHUFKDQWV PD\ SUHIHU D FRS\ RZILWWKKKLPVWDD[EHHHRSXOQGFODUWLL
[www.umsystem.edu.ums.fa.managa](www.umsystem.edu.ums.fa.manan)JHPHQW WUDYHO WU

)RU D OLVW RI RWKHU VWDWHV DQGWWKKHH&LRURQWHH[[HRPOSOWHLQ VVWWDLWDHZXDXV
www.umsystem.edu.ums.fa.controller VDFR XQLORLQJVHUYLFHV

&DUGKROGHUV VKRXOG EH DZDUH WKDDWWOOWKKHHWHHD[[HHPPSDOWGLLRVVRKHU\HPDUU\V
FKDUJHG RWKHU W\SHV RI WD[HV IHGHUDO ORFDO XVH HWF

,I VDOHV WD[LV FKDUJHG WKH &DUGEKOUROGGHHG¶VRQGFHRSSDD\\WVEHPHOOQHWVLLW
&DUGKROGHU PXVW FRQWDFW WKH PHUFKDDQW WR UHTXHVW D UH

Stringing

6SOLWWLQJ D ODUJH WUDQVDFWLRQQLWQQ WWZZRKPRQ OWVWKLHHSOHWRRVWVD WGK WKLQ
H[FHHGV WKH &DUGKROGHU¶V VLQJOH WUDQVDFWLRQ OLPLW LV
WR EH PDGH ZKLFK H[FHHGV D &DUGKRROGLGGHOUL¶PVLVFXDUDGOQHW &DLQLQJOH
&KDQJH &DQFHOODWLRQ)RUP PD\ EH VLXPEHOLPPLWWHG WR UHTXHVW I

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

Required Documentation

$ UHFHLSW LV UHTXLUHG IRU HYHU\ WUDQVDFWLRQ PDGH ZLWK W
 MSJ WLI HWF RI WKH GRFXPHQWD EX\V H[SHQODWHW5DFSKRHUGVWWZRLWWKKLH
3HRSOH6RIW)LQDQFLDOV ZKHUH LW EHFRPHV WKH RIILFLDO 8QL
EH UHWDLQHG LI UHTXLUHG E\ D WKLUG SDUW\

7KH SUHGHWRUFXUUHPHQWDWLRQ LV OLVWHG EHORZ LQ RUGHU RI SUHIH

 $Q RULJLQDO UHFHLSW IURP WKHJPHQOQLFKRLDPSODWQLWRLQQGOX,GLDQUHWHL
 VKRZV D OLPLWHG DPRXQW RI LQIRUPDWLRQ RU KDV RQO\ SD
 WKH &DUGKROGHU LV EHQHILFLDO
   x 0HUFKDQW 1DPH
   x 7UDQVDFWLRQ $PRXQW
   x 'DWH
   x ,WHPL]HG GHVFULSWLRQ RI LWHP V SXUFKDVHG
 &RSLHV RU IDFVLPLOHV RI WKH RULJLQDO UHFHLSW
 $ SDFNLQJ VOLS RU RWKHU GRFXPHQODWDWLRQ UHFHLYHG IURP
 $ VFUHHQ SULQW RU RUGHU FRQILUPODWLRQ WRSXJFPKDDLVOHH VZ]KHHQ DF
 RI DQ RUGHU IRUP WKDW ZDV PDLOHGIPWR D PHUFKDQW WR U

,I D UHFHLSW KDV EHHQ ORVW WKH &DKUDGUKFGKROD RGOOHGQHU VUKHHRTXXOHVG WVRWQ RK
EH SURYLGHG

,I WKH PHUFKDQW LV XQDEOH WR SURGXFH D GXSOLFDWH UHFHLV
-30RUJDQ &XVWRPHU 6HUYLFH DQG UHTXHV D\ 'GXXSSOOLLFSDURDWHF HVVHHF
WDNHV FDOHQGDU GD\V $ IHH PD\ EH FKDUJHG ,I -30RUJ
GXSOLFDWH WKH\ ZLOO VHQG D OHWWHWHK\HZWURLOWGOK HD QHEDXUGOHWLURRWOOSURYLG
7KH OHWWHU DORQJ5ZLLZPDOWKDFIDHFFHROPRSHO\UHQHHWFHHGSW)RUN EHFHLSW IRU W
WUDQVDFWLRQ 7KH OHWWHU IURP -3SD0RURJUJ JDUQHHDUWDHWUH TUXHODLUDQGG IRU E

Transactions Requiring Special Documentation or Approval

   x **Alcoholic Beverages** $W WLPHV WKHUH DUH OHJLWLPDWHJH WWRRSHQGL
     WKH SURPRWLRQ RI WKH 8QLYHUVLW\ V LQWHUHVWV $Q DWW
     WKDW WKH H[SHQGLWXUH EHQHILWV DFKKHV WODYQHGQ HWULDVVRFFLLRDRPXWWW
     UHTXHV SD\PHQW RI RU UHLPEXUVHPQHGQ\WWRSRRRUILFF\DOFRKROLF
   x **Computer Hardware & Software** 3XUFKDVHV PXVW EH LQ3RROLFLFFFRRUGDQFH
     DQG LQGLYLGXDO FDPSXV ,7 UHTXLUHPKHOQDWWW EHH:HQQ JODSQSXWFFKGDW
     DSSURYDO GRFXPHQWDWLRQ PXVW EH QRWHG RQ WKH ([SHQ
   x **Dues/Memberships** 8VH RI 8QLYHUVLW\ IXQGV IRU RUJDXQOLOV]DGWLRQ
     PD\ EH SHUPLWWHG IRU LQVWLWXWLRQQDOOO PVHPSEHHUYKELGHWLLSSG XFDOD
     RU SURIHVVLRQDO VHUYLFH RI YDOXH WR WKH LQVWLWXWLR
     *HQHUDOO\ 8QLYHUVOQULRWLW\ EHK[XOQGG]MVGPRDW\RHSUDDX\ORLQQGODLYPLLHGGPXEHDPUOVV\KSLS
     GXHV XQOHVV QHHGHG WR GLVFKDUJHZ KQEROHHUSHWUUURLWWLGHUUHHVLSRRQ
     HGXFDWLRQDO SURIHVVLRQDO RUVRWWLKHHXUWLVYRLIQ LY7WKKHHVSRXIUSURSOR
     PHPEHUVKLS WKH FRPSOHWH QDPH RI WWRKHHWRXUVJKHHUJ DRQIL]WFDKPWLHRLRQVV
     EH FOHDUO\ GHV(FISUHLEQHJ RROQ SWRKLWWH 6HH &55
   x **Food for Human Consumption**)RRG FDQ EH SXUFKDVHG IRU D 8QLYHU
     HYHQW PHHWLQJ EXO RQOQHVDWVPWHHOOHUHDLV VXIILFLHQW GRFXPH

5

WKH FKDUJH 'RFXPHQWDWLRQ RQ WKH ([SHQVH 5HSRUW PX
SXUSRVH RI WKH PHHWLQJ HYHQW QDPHV RI WKULU RRXSVKLIFZPWLWK
8QLYHUVLW\ DQG DSSUR[LPD ate 3RRPLIFHU DWWHQGLQJ

- x **Food for Non-Human Consumption**   ,I IRRG LV SXUFKDVHG IRU QRQ KXPD
  WKH SXUSRVH PXVW EH SURYLGHG RQ WKH ([SHQVH 5HSRUW

- x **Gift Cards**   ,56 *XLGHOLQHV HTXDWH *LIW &DUGV &DV GHVT XDOLYH D QRU
  WR EH SXUFKDVHG ZLWK WKH 2QH &DUG XQOHVV HW DFWR RQSWULRQ
  KDV EHHQ DSSURYHG LQRDODFRRUGQQ FWKHLWKLW FDUG QHHGV R
  PHW XWLOL]LQJ WKH SXUFKDVLQJ RSWLRQ ZLWKLQ 6KRZ 0H
  PXVW SURYLGH SXUFKDVH H[FHSWLRQ RQSSURRFXDPOHQ WSDSWLURRYQDO
  PXVW EH LPDJHG DORQJ ZLWK WKH 2QH &DUG WUDQVDFWLRQ

- x **Incidental Expenses**   &HUWDLQ H[FHSWLRQV WR LQFLGHQWDO H[SH
  LQFOXGLQJ IRU H[DPSOH IORZHUV SHLGVDROGHFRURDWLRQLVQEH
  JUHHWLQJ FDUGV   6HXQXXDOO\LWHPV WKDW GR QRW KDYH D
  SXUSRVH PXVW KDYH D VWDWHPHQW RQKRWRZWKHSHOWWVHP5HSRU
  EHQHILW WKH 8QLYHUVLW\

- x **Third Party Payment Providers**   ,I D WKLUG SDUW\ SD\PHQW SURYLGHU
  3D\3DO 6TXDUH GRFXPHQWDWLRQ PXVH ERHUSVWURROEHGLRQ Z
  LWHP V ZDV SXUFKDVHG DQG WKH PHUFKDQW¶V QDPH

- x **Travel Related Expenses** ± $Q\ SXUFKDVHV UHODWHG WR WUDYHO H $
  KRWHO VKXWWOH VHUYLFHV HWF PXV5HSRWDWHWKHERXGLHGHR
  SXUSRVH RI WKH WULS 1RWH WKHJQQDPHHIRHROOWKH WUDYHOHU

([SHQVH 5HSRUWV ZLWKLQ WKH 7UDYHOXLUJH[SHGRVFXPPHROGXODWVLPRDQ E
RQ WKH VHOHFWHG ([SHQVH 7\SH HYHQ WVORRXJWKHGVKDEHRSXKF(DDVPSF
LQFOXGH %XVLQHVV &RPP %XVLQHVV 6YEFH 0RY7LKQH &DSUHGKVRHOVG HDUQ
VKRXOG DOVR ZRUN ZLWK KLV KHU)LPVHFODWO \DSSEURFILRYHIUUMTXRU HDPHO

One Cards with Travel Option

7KH 8QLYHUVLW\ RI 0LVVRXUL 2QH &DHUGG UFVDOQDQOEVVHH& VHH[SHWQRVSVSD\ DRD
EHORZ 7UDYHO DSSURYDO LV UHTXLUHLWULHYLHGGE E\XVSKHUHLWRUDYRUDYHOGHHVLVJO
GHWHUPLQHG E\ HDFKHFDWPLSUODSXWVH SOHHQ SRRZQ EOHV PD\ DOVR EH SXUFKD
HPSOR\HHV ZKHQ WK\ 8VQWKLHYLHUVLWULWDY SDI RQH JU HFDUQGLQGLGDQWLJHY LVLWV

Notes
5RRP IHHV KRWHO SDUNLQJ LQWHUQHW FKDJHV RU RWKHU H[
WKH 2QH &DUG ZLWK 7UDYHO 7KH WUDYHOHU ZLOO QHHG WR SU
WLPH RI FKHFN LQ IRU LQFLGHQWDO\WHKVDWXPPKOD\RFFPXQL EODSWHU VOGDW
J\P DFFHVV PRYLHV URRP VHUYLFH HWQOF\H &DUUHG QRW DOORZDEOH

,I WKH WUDYHOHU LV WKH &DUGKROOKHKULVUKHLURU2QYODHQHW&ROQG PD\ EH
,I KRWHO DUUDQJHPHQWV DUH EHLQJUPDDGGHLIRRJUWOKKHU WPRUDVRVVWX OGRWIR
UHTXLUH FRPSOHWLRQ RI D &UHGLW &PDLUGDOO $IORRZZWKRWVKKHLJDDWLULRGOOKRROUFGK
FRQILUP DW WKH WLPH RI UHVHUYDHYWDLWGLRRQ KZLKVDWHKHUFKODUVJHHV ZLOO
Transportation
([DPSOHV RI DOORZDEOH WUDQVSRUWDWLRQ SXUFKDVHV LQFOXG
  x $LUOLQH 7LFNHWV
  x 5DLO 7LFNHWV

x   6KXWWOH VHUYLFHV DQG 7D[L

x   %XV FKDUWHUV RQ SULRU DSSURYHG ‴SRRQ‶WₐₕₐₙFLWQV ZKHQ DXW

x   5HQWDO &DUV   (QWHUSULVH DQG 1DWLRQDO &DU 5HQWDO D

$Q LQGLYLGXDO UHQWLQJ D YHKLFOHᵒᵣʳRDQQⁿⁱ⁰ᵒFWWXₒ⁰ⁿⁿG\DⁿPDVⁿHᵐVₜ
YHKLFOH UHJDUGOHVV RI IDXOW   5ᵈⁿGWDPⁿOⱼFHD⁰ᵘLDDJHⁿₗₗₗ⁰FLⁿHⁿ\VFₒₒYHUⁿ
 &' /': IRU D GDLO\ IHH KRZHYHU WKⁿⁱˢSⁿFRR⁰ʸˡⁿHᵈHDⱼHHⁱWWKHⁱₕᵘᵣ⁰ᵖPDⁿ
&DUG ZKHQ XVHG WRᵒʳʳHₒⁿWWWKKHₕ8ⁿHⁱᵏˡⁱⁿFˡˢ⁰ⁿₕₑᵣHⁿGVSⱼRₒ⁰OUDP
(QWHUSULVH 1DWLRQDO KDYH DJUHHG WR LQFOXGH WKH &' /':

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

,I WKH PHUFKDQW LV XQZLOOLQJ RU XQDEOH WR GR VR $3 6KDU
VXEPLWWLQJ WKH 2QH&DUG IRUHLPE 7XKH &DUUHGLPEXOGH PXVWHGHSDU
YLD FKHFN RU FDVK ZKLFK ZLOO EH GHSRVLWHG LQWR 8QLYHUV
5HSRUW &55 $OWHUQDWHO\ WKH ([SOHLQHGH 5HDSRLQWW &DUHGSLHQGD
([SHQVH 5HSRUWV 6HH &QUGH5HVLPEX2VHIRUHQDWDGSULRVLHRQVDO LQIRU

Lost/Stolen Cards or Fraudulent Charges

,Q RUGHU WR SURWHFW WKH 8QLYHGH&VLDUWUGLPQXVWHUELHVWUHSRVUVWHRG
-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 FDWFKH
&DUGKROGHU QRWLFHV DQ\ DFWLYLW\FRROQOWEKLHOO KWHKH&DDUGLGUK-R30ORSKHJUJ
ZKLFK WLPH WKH &DUGKROGHU ZLOO QHHG WR YHULI\ WKH FKDU
SODFHG RQ WKH FDUG XQWLO WKH FKODRJUGJKSOHVRVKKDDYGH EFUHHDQUHGLPHLH
RU E\ FDOOLQJ &XVWRPHU 6HUYLFH ,W LV WK
&DUGKROGHU WR ZRUN GLUHFWO\ ZLWK -30RUJDQ WR UHVROYH V

Cardholder Terminations and Transfers

$ 2QH &DUG &KDQJH &DQFHOODWLRQ)RUP 6WMXUVXWVEWXHVPLWVSSRWWQHOVVG
,QGLYLGXDOV WR FDQFHO WKH DFFRXODQWGZLIRXWOOKGLHUHPSKROURX\PHROQWVKV

7KH GHSDUWPHQW PXVW FROOHFW WKWVUFDRUOHHGG DQG HQVXUH LW KD

Accountabilities of a Cardholder

<u>3XUFKDVLQJ 0HWKRG</u>
3XUFKDVH ZLWK WKH 2QH &DUG PD\ EH E\PDLOGDVWLQOHHSKRQQHOW\HRFQQHHFU
HPDLO E\ SKRQH RU E\ ID[,W LV UHFRPPHQGGH2OXHQ RDQN ODJTQWV
WUDQVPLW FDUG LQIRUPDWLRQ LQ VHJLPHHQ WVHQWGV RSDOQFWU RID WKHFDU
QXPEHU LQ RQH HPDLO RU ID[WKH UHH[SSDLUUOODWHLURQ OGQGDDWWHH ERQD GWD

<u>5HFRQFLOLDWLRQ</u>
7UDQVDFWLRQV DUH UHFHLYHG IURP 0DLVVWDHOUH&RDQUGGEUXLVQOWWRV3V3HGOED\OVH
WKH &DUGKROGHU ZLOO UHFHLYH DQ HPDLOHG QRWLILFDWLRQ R

&DUGKROGHUV VKRXOG UHFRQFLOH WWKKHVWUDQGLVYDLFGWXLRDRORQQ VJH ZHLEQVKLSWQV

   x (QVXULQJ WKH FRUUHFW IXQGLQJ EKHGUWILHHOG VWULQJ KD
   x (QVXULQJ WKDW VSHFLILHG WUDQVPDFFWQLWRLRRQDOWLRJ WKXDDYXLUHHOQQURDWOGO
      DGGHG LQ WKH ([SHQVH 5HSRUW DV LQGLFDWHG DERYH

8

- x 9HULI\LQJ HDFK WUDQVDFWLRQ KDV D PDWFKLQJ UHFHLSW ([SHQVH 5HSRUW
- x 9DOLGDWLQJ WKH **SHUVRQ** RI RWKHU DXWKRUPWOLQJ WKH ([SHQVH 5HS

&DUGKROGHUV ZLOO UHFHLYH D UHPLQGHU DHPDLO UDHPVDLFOW LRRRPS 3HRSWRSOKHD6 SXOOHG IURP 0\:DOOHW LQWR DQ ([SHQVH 5HSRUW ZLWKLQ GD

&DUGKROGHUV DQG WKHLU VXSHUYLVRU ZLGO DFF,LQGOH\H 6XH DOOV UHPLQGHU HPDLO 6XSSO\ &KDLQ IRU DQ\ WUDQVDFWLRQ WKDW KDV QRW EHHQ SXO 5HSRUW ZLWKLQ GD\V

,I D WUDQVDFWLRQ KDV QRW EHHQ DGGHG WR DQ ([SHQVH 5HSRU 5HVSRQVLEOH ,QGLYLGXDO ZLOO EH RQORGHU WHJ GD EF RHXPODW OZLLOOOEW VXVSHQGHG

&DUGKROGHUV DQG WKH)LQDQFLDOHL9HVSRQHPLEQGGH UQHGPDY**LG**XIDXD $FFRXQWV 3D\DEOH 6KDUHG 6HUYLFHV IRU DQ\ RXWVWDQGLQJ ([

'HOHJDWHV
&DUGKROGHUV PD\ DSSRLQW RQH RU PRWKH(OQGEWRYHH OHFFRRQWFLVOOWR 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 GLVSXWHODFW WKKH&KD PHUGJKHURKODQGGOQHWU VOKURRXXFOOG WR UHVROYH WKH LVVXH ,I D GLVSXWH LV LQ RUGHU LW PXVW GDWH ,I QRW UHVROYHG GLUHFWO\ ZLWK (LWWKHKUH PPHUUFFKKDDQQWWH WKKRX FRPSOHWH DQG VXEPLW D 'LVSXWH 5HTXHVW)RUP 6XSSO\ &KDL GLVSXWH ZLWK -30RUJDQ LI QHHGHG VRKEH)LLQFFRO PSHGGD]ZKKHQ VK WUDQVDFWLRQV DUH LQ GLVSXWH VWDWXV

-30RUJDQ ZLOO ZRUN GLUHFWO\ ZLWKOWKRH &K HGGKLVRSOXWHV UHWKHJDURXJ UHVROXWLRQ

7HPSRUDU\ /HDYH
,I D &DUGKROGHU LV SODFH RQ OHDYHV SHWQ ODWHXGV IRWH WKXOGHG&DXDUDGGLF OHDYH 7KH DFFRXQWV IFDDDFLWLLYYRH EHR DOORZ IRU SHQGLQJ RU UH 'XULQJ WKH OHDYH WKH FDUG PXVWGQ RWEVHR VKPDUUNHGSXUWFKDRVWWKV &DUGKROGHU¶V EHKDOI GXULQJ KLV KHU DEVHQFH

Accountabilities of a Student Card Custodian

9

&DUG /RJ
7KH &XVWRGLDQ VKDOO PDLQWDLQ D ...H SDUG... WR ORJ DFNQRZOHGFK D
FKHFNRXW DQG UHWXUQ WUDQVDFWLRQ XVDJH DQG VXEPLVVLR

5HFRQFLOLDWLRQ
7UDQVDFWLRQV DUH UHFHLYHG IURP 0...LVWHU &DUG EXVLQWVV R3HRSOH
WKH &XVWRGLDQ ZLOO UHFHLYH DQ ...HPDLO...G LQR WL...FOOWLRQ RI

&XVWRGLDQV VKRXOG UHFRQFLOH WKH ...WULDQVDEXRQV ...EWKSW ...V

- x (QVXULQJ WKH FRUUHFW IXQGLQJ ...EKG...UWILHOG VWULQJ KD
- x (QVXULQJ WKDW VSHFLILHG WUDQV...DFW...RQ WLRQ TKDLYHLQRURWOG
  DGGHG LQ WKH ([SHQVH 5HSRUW DV LQGLFDWHG DERYH
- x 9HULI\LQJ HDFK WUDQVDFWLRQ KDV D PDWFKLQJ UHFHLSW
  ([SHQVH 5HSRUW
- x 9DOLGDWLQJ WKH ...SHURULIWRWWDXE...PWOWQJ WKH ([SHQVH 5HS

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

&XVWRGLDQV DQG WKH)LQDQFLDOO\ ...5HHV SRUH ...PLEGOGHH LQ SPDLG XLDUJ
&KDLQ IRU DQ\ WUDQVDFWLRQ WKDW ...KDLV QQRW DEOH ...HQ SXOVOH ...SSRUU
GD\V

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

&XVWRGLDQV DQG WKH)LQDQFLDOO\ ...5HHV SRUH ...PLEGOGHH LQ SPDLG XLDUJ
$FFRXQWV 3D\DEOH 6KDUHG 6HUYLFHV IR RUODQ RXWVWDQGLQJ ([

&KDQJH LQ 'XWLHV
7KH &XVWRGLDQ VKDOO QRWLI\ WKH ...,XDOVW ZLUXFKVWLXUH 5HRVXSURVQ RWLEOF
&XVWRGLDQ HPSOR\PHQW VWDWXV RU UHVSRQVLELOLWLHV

Accountabilities of a Fiscal Approver

5HFRQFLOLDWLRQ
)LVFDO $SSURYHUV VKRXOG UHFRQFLOH WKH LQGLYLGXDO UHFHL

0RQLWRU DQ\ H[LVWLQJ GLVSXWHG WUDQVDFWLRQV WR HQVXUH
WUDQVDFWLRQV WKDW UHTXLUH GLVSXWHDWWKGRUWK3RUSJOQ&KD...
   GD\V RI WKH WUDQVDFWLRQ GDWXWHK5RXXHVWLRUPDWLRQ RI
6XSSO\ &KDLQ ZLOO HQVXUH)LVFDO $SSURYHUV DUH LQIRUPHG ...
-30RUJDQ

Related Information

)LQDQFH 6XSSRUW &HQWHU
    KWWSV ZZZ XPV\VWHPLGG XFXPVXSSRUW FHQWHU

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

2EWDLQ D 6WXGHQW 2QH &DUG $SSOLFDWLRQ $JUHHPHQW
    KWWSV ZZZ XPV\VWHP HGX XPV ID SURFXUHPHQW RQHFDUG 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 &DQFHOODWLRQ)RUP 2XWORRN
    5HSODFHPHQW 5HFHLSW)RUP
    2QH &DUG 6WXGHQW 3XUFKDVLQJ /RJ