

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 ,1Q2ML6XZQVORUH0W-D&E&R
DSSURSULDWH FDUG W\SHV VLQJOH WUDQVDFWLRQ DQG PRQWK
LQGLYLGXDO &DUGKROGHU¶V UHVSQRVLEOH 6XSSO\ &KDLQ LQ Z
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 UH
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 &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&HTXLUVSV
OLPLWV RYHU PXVW EH VXEPLWWHG WR 6XSSO\ &KDLQ LQ Z
&KDQJH &DQFHOOHWLRQ)RUP

\$QQXDOO\ 6XSSO\ &KDLQ 2SHUDWLRQV ZLWKLQ DQRQY&DUGHOWKOGHIS
5HSRUW 7KH UHSRUW ZLOO SURYLGH VEQDHSDFUDWPHQWPLWVDFKSEUD
FDOHQGDU\HDU¶V 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 UHVSQRG WR 6XSSO\HESHYLDQMLWQ M ZWWOLQD
5HSRUW \$Q\ FDQFHOOHWLRQ RU FKDQJH UHTXHVWV VKDOO EH P
7DE RU E\ XVLQJ WKH 2QH &DUG &KDQJH V&DQRWOBWSRQJROJPWH
6XSSO\ &KDLQ 2SHUDWLRQV ZLOO KDYH QWDOGHWIHSBWB&Q\KDY
PDGH

\$GGLWLRQDOO\ 6XSSO\ &KDLQ 2SHUDWLRQV ZLWKLQ DQRQY&DUGHOWKOGHIS
VSHQGLQJ OLPLWV DUH FRQVLVWHQW ZLWKLQ &V&XISSOKH&KHDHQFHSA
2SHUDWLRQV ZLOO ZRUN ZLWK WKH BHS&DQFHOOHQJDFWLRQVDFWLYHSDSV
QHFHVVDU\

6WXGHQW 2QH &DUG
7KH HVWDEOLVKHG PD[LXPV IRU VLQJLOWHVVDFWLRQ DQG PRQWK
UHVSFWLYHO\ EXW ORZHU OLPLWVSEBQ&HQFRXUDJHGLEILSDK&MG

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

Issuance of One Card

SSOLF DWLRQ

&DUGKROGHUV ZKR KDYH EHHQ JLYHQ SHUDPLFRPESQHWRH KDDYGH DL 2
2QH &DUG \$SSOLF DWLRQ DQG \$JUHHPHQWLJXKHG SEUWIKPH)QW PXV
6WUXFWXUH 5HVSQRVLEOH ,QGLYLGXDO &DPSXV RU 08+&)LQDQ

7KH FRPSOHWHG \$SSOLF DWLRQ DQG VLWQHGX \$SOH&KHQQ 2SHWDM
DWQHFDUG#XPV\VWHP HGX

8QGHU XQLTXH FLUFXPVWDQFHV D QRQD8 QXVHQMLW\QHHSO WARIHR E
2QH &DUG 7KH GHSDUWPHQW PXVW FRRUGLQDWH ZLWK +XPDQ 5
\$SSRLQWPHQW KDV EHHQ JUDQWHG ZKLQWDDQ/ ILQGLQJWHRXKIRP

7UDLQLQJ

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

5HFHLYLQJ &DUG

2QFH WUDLQLQJ KDV EHHQ FRPSOHWHG LQSHWUW WIKRHQ&DZLQOR Q B E
FDPSXV PDLO

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

2Q UHFHLSW RI WKHVH LWHPV WKH &DUGRQGRHQWPKH\WHIRHOLSRVZ)
DFWLYDWLRQ +H VKH PXVW LQLWLDO DSSG VLD EOMKDIQGH EHM SXW QF
WHQ EXVLQHVV GD\V RI UHFHLSW SEUHPDLRQQJDWR 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 5HFHLYLQJ QDQJZRURO GZSG
DFFHSWDQFH 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\$PLFVWV V X E
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)DL QXVHQMLW 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\ WKHUHH 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 8QLYHUVLWY IRQWDX H[HPSWRQWREH2QJ
&DUGKROGHUV ZLOO DOVR EH LVVXHGLD OORL&DUGHG WD[, ' FDUG

6RPH PHUFKDQWV PD\ SUIHU D FRS\ RZKWKK PD[EHHRSO GF DUWL
ZZZ XPV\ VWHP HGX XPV ID PDQDJPHQW WUDYHO WU

)RU D OLVW RI RWKHU VWDWHV DQG WKH LRQMURS OHHB QVWLDWXD
ZZZ XPV\ VWHP HGX XPV ID FRQWUROOHU DW DRXQWLQJ VHUYLFHV

&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 IRQGHSDW 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 PLWXDUJOM &DQGOH
&KDQJH &DQFHODWLRQ)RUP PD\ EH VLXPLWWHG WR UHTXHVW

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 SUHIH

\$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 FRQILHUW WR SXHUFDLQV ZKHQ
RI DQ RUGHU IRUP WKDW ZDV PDLOHG IURP D PHUFKDQW WR U

,I D UHFHLSW KDV EHHQ ORVW WKH &DEJGDQW GHQJ VUHTXXHG/ WRV
EH SURYLGHG

,I WKH PHUFKDQW LV XQDEOH WR SURGXFH D GXSOLFDWH UHFHL
-30RUJDQ &XVWRPHU 6HUFLFH DQG UHTXHVW D GXSOLFDWH UHFH
WDNHV FDOHQGDU GD\ \$ IHH PD\ EH FKDUJHG ,I -30RUJ
GXSOLFDWH WKH\ ZLOO VHQG D OHWVHUWV HWKHQ &DUHGWR OSGRUY
7KH OHWWHU DORQJ ZLWK DPHW [SHQGLWXUH 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 WOLYCHMDFLWLRFXWK
UHTXHVW SD\PHQW RI RU UHLPEXUVH [BHQWRRUF](#) DOFRKROLF
- x **Computer Hardware & Software** 3XUFKDVHV PXVW EH [LQDEFRUGDQFH](#)
DQG LQGLYLGXDO FDPSSXV ,7 UHTXLUHPHQWV H[H:QHQDSXWFKDW
DSSURYDO GRFXPHQWV PXVW EH QRWHG RQ WKH ([SHQ
DSSURYDO GRFXPHQWV PXVW EH QRWHG RQ WKH ([SHQ
- x **Dues/Memberships** 8VH RI 8QLYHUVLW\ IXQGV IRU RUJDQV DWLRQ
PD\ EH SHUPLWWHG IRU LQVWLWXWLRQV DOPHSHULYGLKLS XQ
RU SURIHVVLRQDO VHUFLFH RI YDOXH WR WKH LQVWLWXWLRQ
*HQHUDOO\ 8QLYHUVLW\ IEXQGMCP DARHSDXRLQGO YLPHXDUVSKLS
GXHV XQOHVV QHHGHG WR GLVFKDUUHZ &QEKHSUURLYLGHVSRQ
HGXFDFWLRQDO SURIHVVLRQDO RUVWLWXWLRQY LFKHIVSXIU\$BC
PHPEHUVKLS WKH FRPSOHWH QDPH RI WKH HWKUHJ DQDEDFWLRQV
EH FOHDUO\ GHV(FSHQMB [RQSWW 6HH & 55](#)
- x **Food for Human Consumption**)RRG FDQ EH SXUFKDVHG IRU D 8QLYHU
HYHQW PHHWLQJ EXORQHVDVPMHQUDLV VXIILFLHQW GRFXPH

- WKH FKDUJH 'RFXPHQWDWLRQ RQ WKH ([SHQVH 5HSRUW PX
 SXUSRVH RI WKH PHHWLQJ HYHQW QDPHOBWLRQXSVL FZPWLK
 8QLYHUVLW\ DQG DSSUR[LPH DWH 3RXPLEHU 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 & DUGV & DUGMT DLYMDQRU
 WR EH SXUFKDVHG ZLWK WKH 2QH & DUG XGHMLV\$FWRNQSWLRQ
 KDV EHHQ DSSURYHG LQRDLFRUDQQFMKZLWLK W FDUG QHHGV F
 PHW XWLOL]LQJ WKH SXUFKDVLRQ RSWLRQV ZLWKLQ 6KRZ 0H
 PXVW SURYLGH SXUFKDVH H[FHSWLRQ DS SURFYDPOHQWSSWLRQD
 PXVW EH LPDJHG DORQJ ZLWK WKH 2QH & DUG WUDQVDFWLRQ
 - x **Incidental Expenses** &HUWDLQ H[FHSWLRQV WR LQFLGHQWDO H[SH
 LQFOXGLQJ IRU H[DPSOH IORZHUV SHLGRGDHFFRQWHRQV
 JUHHWLQJ FDUGV 6HQXVXDDLWHPV WKDW GR QRW KDYH D
 SXUSRVH PXVW KDYH D VWDWHPHQW RQRVZWKH[SHQVH 5HSRUW
 EHQHILW WKH 8QLYHUVLW\
 - x **Third Party Payment Providers** ,I D WKLUG SDUW\ SD\PHQW SURYLGHU
 3D\3DO 6TXDUH GRFXPHQWDWLRQ PXVW ERUSURQEGHGLQJ Z
 LWHP V ZDV SXUFKDVHG DQG WKH PHUFKDQWV QDPH
 - x **Travel Related Expenses** ± \$Q\ SXUFKDVHV UHODWHG WR WUDYHO H
 KRWHO VKXWVOH VHUYLFHV HWF PIXVNSRDWHWUHFENGLCH
 SXUSRVH RI WKH WULS 1RWH WKH QDPHIRHUVKH WUDYHOHU

([SHQVH 5HSRUWV ZLWKLQ WKH 7UDYHOXLQJ[SHQRVFXPHRQWOWLFRQ
 RQ WKH VHOHFWHG ([SHQVH 7\SH HYHQW WKRXWKWV KDE SXUFK(DPISF
 LQFOXGH %XVLQHVV &RPP %XVLQHVV 6YEHOR YLQJ & DSHQRVHVG HDQ
 VKRXOG DOVR ZRUN ZLWK KLV KHU)IPFQW \$SISIRYLFU MTXR UHPQ

One Cards with Travel Option

7KH 8QLYHUVLW\ RI 0LVVRXUL 2QH & DUGV FHQDEWH & VHH[SHQRVSD\ DR
 EHORZ 7UDYHO DSSURYDO LV UHTXLVHG EXXSKH LRU DRYH GHUW LW Q
 GHWHUPLQH E\ HDFKH DPSDXWH \$HQBRZQEV PD\ DOVR EH SXUFKD
 HPSOR\HHV ZKHQ WKH 8QLYHUVLWWUDYHO RQ JUHFHQGLWGLQJHYLVLVV

+RWHOV

5RRP IHHV KRWHO SDUNLQJ LQWHUQHWFKDUJHV RU RWKHU EX
 WKH 2QH & DUG ZLWK 7UDYHO 7KH WUDYHOHU ZLOO QHHG WR SU
 WLPH RI FKHFN LQ IRU LQFLGHQWDO QWKDWXPD\DRFFXQL BDWVQD
 J\PDFFHVV PRYLHV URRP VHUYLFH 2VF&DUGQRW DOORZDEOH

,I WKH WUDYHOHU LV WKH & DUGKROKHKLWU KMHUZYQH & RQG PD\ EH
 ,I KRWHO DUUDQJHPHQWV DUH EHLQJUP DDHIGRQW KH WLPDWHQRW
 UHTXLUH FRPSOHWLRQ RI D &UHGLW EDDDQRVWK RULHD\DLRQK RQUG
 FRQILUP DW WKH WLPH RI UHVHUYDWHLRQ KZKDWHKEDUJEV ZLOO
7UDQVSRUWDWLRQ

([DPSOHV 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 KPV
YHKLFOH UHJDUGOHVV RI IDXOW 50 QDPO JFD O LDJH LOFLWVFRYHU
&' /': IRU D GDLO\ IHH KRZHYHU WKL S UFRYHG HDG H L W KHW R P W
&DUG ZKHQ XVHG WRRUH EWWWK KH8 QH K L O K 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 KLV KHU SHUVRQDO
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
YLD FKHFN RU FDVK ZKLFK ZLOO EH GHSRVLWHG LQWR 8QLYHUV
5HSRUW &55 \$OWHUQDWHO\ WKH ([SHQVH 5HSRUWV 6EH & Q
([SHQVH 5HSRUWV 6EH & Q

Lost/Stolen Cards or Fraudulent Charges

,Q RUGHU WR SURWHFW WKH 8QLYHUV &DUG LQVWUXPHWHU WKH
-30RUJDQ DQG 6XSSO\ &KDLQ 2SHUDWLRQV E\ FRQWDF
7KH FDUGKROGHU FDQ EH OLDEOH IRU DOO FKDUJHV LQFXUUHG
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 RORRDEG EUDXG YHULI\H
RU E\ FDOOLQJ &XVWRPHU 6HUFLH ,W LV WK
&DUGKROGHU WR ZRUN GLUHFWO\ ZLWK -30RUJDQ WR UHVROYH V

Cardholder Terminations and Transfers

\$ 2QH &DUG &KDQJH &DQFHOO DWLRQ)RU 6WUXWV XHU M XEPLSRVQHG
,QGLYLGXDOV WR FDQFHO WKH DFFR &DUGKROGHU HPSOR\PHU WK
7KH GHSDUWPHQW PXVW FROOHFW WKH FDUG DQG HQVXUH LW KI

Accountabilities of a Cardholder

3XUFKDV LQJ 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 VHLPH QWHVRS DQFURD WKHF DU
QXPEHU LQ RQH HPDLO RU ID[WKH UH[SODVHU RQ GDWH ERQG WK

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

- x (QVXULQJ WKH FRUUFHW 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 OKDC
SXOOHG IURP 0\ :DOOHW LQWR DQ ([SHQVH 5HSRUW ZLWKLQ GD

&DUGKROGHUV DQG WKVSRQYLEGDF, QDGHYH6YD DVUZHPLQ GHU HPDLC
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 RQHPLEGH UQGRD LG XID
\$FFRXQWV 3D\DEOH 6KDUHG 6HUylFHV ISRUJQA RXWVWDQGLQJ ([

'HOHJDWHV

&DUGKROGHUV PD\ DSSRLQW RQH RU PRWKH QMERYH OHFBQ 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 GLVSXWHDFWKM&HDPHUKRKOQCHW GKRIKFOGO
WR UHVROYH WKH LVVXH ,I D GLVSXWH LV LQ RUGHU LW PXVW I
GDWH ,I QRW UHVROYHG GLUHFWO\ ZLWK (QKHUPHHUFIKDDWH WKHRX
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 G
UHVROXWLRQ

7HPSRUDU\ /HDYH

,I D &DUGKROGHU LV SODFH RQ OHDYH SHQGLQJ V I W K H W K Q H G & D I D W I E
OHDYH 7KH DFFRXQW I W D D F M 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 M 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 ORU DIRNU MIDH KF B
FKHFNRXW DQG UHWXUQ WUDQVDFWLRQ XVDJH DQG VXEPLVVLR

5HFRQFLOLDWLRQ

7UDQVDFWLRQV DUH UHFHLYHG IURP 0 B M D W H R D Q E X V Q Q W R V 3 H G S O M
WKH &XVWRGLDQ ZLOO UHFHLYH DQ D P V L R G G L Q R W L D F O M W R Q R I

&XVWRGLDQV VKRXOG UHFRQFLOH WKH W U D Q V D F W L R Q X B R Q W Z E W K S Q V V

- x (QVXULQJ WKH FRUUHFW IXQGLQJ E K B U W I L H O G V W U L Q J K D
- x (QVXULQJ WKDW VSHFLILHG WUDQV D F W L R Q W L R G G L Q R W L D F O M W R Q R I
DGGHG LQ WKH ([SHQVH 5HSRUW DV LQGLFDWHG DERYH
- x 9HULI\LQJ HDFK WUDQVDFWLRQ KDV D PDWFKLQJ UHFHLSW
([SHQVH 5HSRUW
- x 9DOLGDWLQJ WKH S H U R L I W R W D X E F E W Q W Q J W K H ([SHQVH 5HS

&XVWRGLDQV ZLOO UHFHLYH D UHPLQGHU HPDLO IURP 3HRSOH6R
SXOOHG IURP 0\ : D O O H W L Q W R D Q ([SHQVH 5HSRUW ZLWKLQ G D

&XVWRGLDQV DQG WKH)LQDQFLDOO\ L S H V S R Q V L E O H J Q S P D L G X I D R
&KDLQ IRU DQ\ WUDQVDFWLRQ WKDW M D V Q W R W D E H (S H S X O H S I S I R U F
G D \ V

, I D WUDQVDFWLRQ KDV QRW EHHQ DGGHG WR DQ ([SHQVH 5HSRU
5HVSQRVLEOH , Q G L Y L G X D O Z L O O E H Q R W L I L H G E \ H P D L O D Q G W
V X V S H Q G H G

&XVWRGLDQV DQG WKH)LQDQFLDOO\ L S H V S R Q V L E O H J Q S P D L G X I D R
\$ F F R X Q W V 3 D \ D E O H 6 K D U H G 6 H U Y L F H V I S R U D Q A R X W V W D Q G L Q J ([

&KDQJH LQ 'XWLHV

7KH &XVWRGLDQ VKDOO QRWLI\ WKH S , X D G W Z L X F W L X Q J H 5 H R X S R Q R L E F
&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