

Office of Finance

One Card Procedures

About These Procedures

Effective: September 23, 2016

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Responsible office:

Supply Chain Operations

Responsible administrator:

Director of Supply Chain Operations

Contact:

Supply Chain Operations Card Specialists

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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&HTX\QVWSV
OLPLWV RYHU PXVW EH VXEPLWWHG WR 6XSSO\ &KDLQ LQ Z
&KDQJH &DQFHOOHWLRQ)RUP

\$QQXDOO\ 6XSSO\ &KDLQ 2SHUDWLRQV ZLWKO 2QRVY&DUGHOWKOGHIS
5HSRUW 7KH UHSRUW ZLOO SURYLGH VEQDHSDFUDWPHQWPLWDFKSEUD
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 DUHHGQDFWLYH RU ZLOO QR

'HSDUWPHQWV PXVW UHVSQRG WR 6XSSO\HESHYLDQMLWQM 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\ KDX
PDGH

\$GGLWLRQDOO\ 6XSSO\ &KDLQ 2SHUDWLRQV ZLWKO 2QRVY&DUGHOWKOGHIS
VSHQGLQJ OLPLWV DUH FRQVLVWHQW ZLWKO V&DQRWOBWSRQJROJPWH
2SHUDWLRQV ZLOO ZRUN ZLWK WKH BHS&DQRWOBWSRQJROJPWH
QHFHVVDU\

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

Q 3pÀ `0 Àðð0 BÀDQ,€ H 4I&"E0 †€` ppÀ•p€D0ð €0` @ Pp0

Issuance of One Card

SSOLF DWLRQ

&DUGKROGHUV ZKR KDYH EHHQ JLYHQ SHUDPLFRPESQHWRH KDDYGH DL 2
2QH &DUG \$SSOLF DWLRQ DQG \$JUHHPHQWLJXKHG SEUWKPH)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 RARH R 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\QWVGU XRFUW WRKHV&ZLLOCK R Q
GHWDLOV DV WR ZKLFK SDUW V RI WKH WUDLQLQJ DUH UHTXLUH
WUDLQLQJ W\SH ZLOO FRQVLVW RI YWHZUQJ DXS JH\$HQFRDWLRQ D
FRQVLGHUHG SDVVLQJ DQG WKH TXL] RQJEMFRUHWWD HQODE/HQWHHS
6XSSO\ &KDLQ 2SHUDWLRQV IROORZLQJ DQ RYHUQLJKW SURFHVV

5HFHLYLQJ &DUG

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

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

2Q UHFHLSW RI WKHVH LWHPV WKH &DWGRQGRHQWPKH W\HIRHLSRZ)
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 VXVSHQG HG 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 R Q
GHFOLQHG ZKHUH WKH PHUFKDQW UHTXLUHV D 3,1

6WXGHQW 2QH &DUG

(DFK GHSDUWPHQW UHTXH\VLQJ 6WXGHQWVWKH &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 DERZHWK)DL QXWHWDR 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 00PL&0DUGHG WD[, ' FDUG

6RPH PHUFKDQWV PD\ SUIHU D FRS\ RZKWK 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 DRXQWLQJVHUYLFHV](#)

&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 IRQGHFSDW 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 VLXPLWVWHG 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 GRFXPHQWDWLRQ (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 VOLV RU RWKHU GRFXPHQWDWLRQ UHFHLYHG IURP
\$ VFUHHQ SULQW RU RUGHU FRQILFDWLRQ SXHUFDLQV ZKHQ
RI DQ RUGHU IRUP WKDW ZDV PDLOHG IURP D PHUFKDQW WR U

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

,I WKH PHUFKDQW LV XQDEOH WR SURGXFH D GXSOLFDWH UHFHL
-30RUJDQ &XVWRPHU 6HUFLFH DQG UHTXHVW D GXSOLFDWH UHFHL
WDNHV FDOHQGDU GDV \$ IHH PD\ EH FKDUJHG ,I -30RUJ
GXSOLFDWH WKH\ ZLOO VHQG D OHWVHUZWRHWKGD&DUHW R OSURJ
7KH OHWWHU DORQJZSODFDFRPSOHVFRSHW)WKH UHFHLSW IRU
WUDQVDFWLRQ 7KH OHWWHU IURP -30RUJJDQDWHUHTXLUHG IRU

Transactions Requiring Special Documentation or Approval

- x **Alcoholic Beverages** \$W WLPHV WKHUH DUH OHJLWLPDWHG VHSRSHQG L
WKH SURPRWLRQ RI WKH 8QLYHUVLW\ V LQWHUHVWV \$Q DW
WKDW WKH H[SHQGLWXUH EHQHILWV WKH WDIYCHMDFLWLRQX WK
UHTXHVW SD\PHQW RI RU UHLPEXUVH BHQWRRUF DOFRKROLF
- x **Computer Hardware & Software** 3XUFKDVHV PXVW EH LQDEFRUGDQFH
DQG LQGLYLGXDO FDPSSXV ,7 UHTXLUHPKHQW EHH:QHJDSQWFKDW
DSSURYDO GRFXPHQWDWLRQ PXVW EH QRWHG RQ WKH ([SHQ
- x **Dues/Memberships** 8VH RI 8QLYHUVLW\ IXQGV IRU RUJDQV DWLRQ
PD\ EH SHUPLWWHG IRU LQVWLWXWLRQV DOPSRPHYLGHKLSIGXLD
RU SURIHVVLRQDO VHUYLFH RI YDOXH WR WKH LQVWLWXWLRQ
*HQHUDOO\ 8QLYHUVLW\ EHXGMPDARHSDXRLQDGLPHEDHJ \$KLS
GXHV XQOHVV QHHGHG WR GLVFKDUUHZKQEKHSURLYLGHUHVSRQ
HGXFDFWLRQDO SURIHVVLRQDO RUVWLWXWLRQYLFKHVSRXUSBC
PHPEHUVKLS WKH FRPSOHWH QDPH RI WKH HWKUHJDOEDWLRQV
EH FOHDUO\ GHV(FSHQMB RQSWKW 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 WLRQV\XVLFZEPWK
 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 XLYMDQR
 WR EH SXUFKDVHG ZLWK WKH 2QH & DUG XGHMLV\$FWRNQSWLRQ
 KDV EHHQ DSSURYHG LQRDLFR UDGQFMKZLWKW FDUG QHHGV P
 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[DPSON IORZHUV SH GDR GDF FURDW HQQHQE
 JUHHWLQJ FDUGV 6HQXVXD \LWHPV WKDW GR QRW KDYH D
 SXUSRVH PXVW KDYH D VWDWHPHQW RQ RZKWK [SHQVH VHSB
 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 PHUFKDQW\V QDPH
 - x **Travel Related Expenses** ± \$Q\ SXUFKDVHV UHODWHG WR WUDYHO H
 KRWHO VKXWVOH VHUYLFHV HWF PIX VHSR DWHWKHF EHGHCHE
 SXUSRVH RI WKH WULS 1RWH WKH JDPH HIRH OVKH WUDYHOHU

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

One Cards with Travel Option

7KH 8QLYHUVLW\ RI 0LVVRXUL 2QH & DHUC FHDQDEWH & VHH[S HQRVSD\ DR
 EHORZ 7UDYHO DSSURYDO LV UHTXLVHG EXXS KH LVRUDRYH GHUW LW Q
 GHWHUPLQH E\ HDFKH DP SXVH \$HQBRZE V PD\ DOVR EH SXUFKD
 HPSOR\HHV ZKHQ WKH 8QLYHUVLWY SD RQ JU FFDXGLWGLQW 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 QWKDWXPD\DRFPKQL BHWVGD
 J\PDFFHVV PRYLHV URRP VHUYLFH 2VF & DUG QRW DOORZDEOH

,I WKH WUDYHOHU LV WKH & DUGKROCKHKLWU KMHUZYQH & RQG PD\ EH
 ,I KRWHO DUUDQJHPHQWV DUH EHLQJUP DD HIGRJOE KH WPRD\WH QRW
 UHTXLUH FRPSOHWLRQ RI D &UHGLW ED DG \$RZWK RULHJ D\DLRCK RROGH
 FRQILUP DW WKH WLPH RI UHVHUYDWHLRQ KZKDWHEKEDUJ 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 LQFLVH VFRYH U
&' /': IRU D GDLO\ IHH KRZHYHU WKL S UFRYHG HDG H L W KH W R P W
&DUG ZKHQ XVHG WRRUH EWWWK KH 8 Q H L Q O K H M H 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 WILHEXUVH IRUHQDUGSULRVLHQDO LQIRU

Lost/Stolen Cards or Fraudulent Charges

,Q RUGHU WR SURWHFW WKH 8QLYHUV & DUGKROGHU LQWHUJEN WUHSRUW HRG
-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\ DFWLYLWFRQWDEW WKH &DUGKROGHU
ZKLFK WLPH WKH &DUGKROGHU ZLOO QHHG WR YHULI\ WKH FKDU
SODFHG RQ WKH FDUG XQWLO WKH FKDUJH RORRDEG EUDXG YHULILH
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 6WUXWVXU M XEPLSRQHG
,QGLYLGXDOV WR FDQFHO WKH DFFR & DUGKROGHU HPSOR\PHRQWKV
7KH GHSDUWPHQW PXVW FROOHFW WKH FDUG DQG HQVXUH LW KD

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 WKH FDUG
QXPEHU LQ RQH HPDLO RU ID[WKH UH[SULQGHU RQGDWH ERQG WK

5HFRQFLOLDWLRQ
7UDQVDFWLRQV DUH UHFHLYHG IURP 0DWHU & DUGKROGHU WILHEXUVH
WKH &DUGKROGHU ZLOO UHFHLYH DQ HPDLOHG QRWLILFDWLRQ R
&DUGKROGHUV VKRXOG UHFRQFLOH WKH WUDQVDFWLRQV HEMLSLVQ

- 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\ V

,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 WKKR 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 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 ORUJDIRNU MIDH KF B
FKHFNRXW DQG UHWXUQ WUDQVDFWLRQ XVDJH DQG VXEPLVVLR

5HFRQFLOLDWLRQ

7UDQVDFWLRQV DUH UHFHLYHG IURP 0 B M D W U & Q U E X V Q Q W R V 3 H G S O M
WKH &XVWRGLDQ ZLOO UHFHLYH DQ D P V L B 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 Q B G T K D Y H Q U R D G
- 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 B 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 GD

&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
GD\ 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
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2QH &DUG &KDQJH)RUP 2XWORRN
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2QH &DUG 6WXGHQW 3XUFKDVLRQJ /RJ