

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 UHVSQRQVKELQDPSXHW HDQVDE\OU\FKDV
PD[LPXPV 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¶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 D SQRV&DUGHOW KOGHIS
5HSRUW 7KH UHSRUW ZLOO SURYLGH VEQ DGHSDUDWPHQW LHWDF KSEUD
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&DVG KROGHDSSDRVSUYD
x &DQFHOOHQJ DQ\ FDUGV WKDW DUHHGHDFWLYH RU ZLOO QR

'HSDUWPHQWV PXVW UHVSQRQ WR 6XSSO\HESHYLDQMLWQM ZWWOLQD
5HSRUW \$Q\ FDQFHOOHWLRQ RU FKDQJH UHTXHVWV VKDOO EH P
7DE RU E\ XVLQJ WKH 2QH &DUG &KDQJH V&DQRHO O&WSRQJROJP WH
6XSSO\ &KDLQ 2SHUDWLRQV ZLOO KDYH QWDOGYHWIHSBWB&Q\ KDX
PDGH

\$GGLWLRQDOO\ 6XSSO\ &KDLQ 2SHUDWLRQV ZLWKO DGHSDUWPHQW LHWDF KSEUD
VSHQGLQJ OLPLWV DUH FRQVLVWHQW ZLWKO V&DGHSDUWPHQW LHWDF KSEUD
2SHUDWLRQV ZLOO ZRUN ZLWK WKH BHS&DQFHOOHQJ DQ\ FDUGV WKDW DUHHGHDFWLYH RU ZLOO QR

6WXGHQW 2QH &DUG
7KH HVWDEOLVKHG PD[LPXPV IRU VLQJLOWHVDUHQVDFWLRQ DQG PR
UHVSHFWLYHO\ EXW ORZHU OLPLWVSBQ&HQFRXW DQGHLEILSDK&MG

Q 3pÀ `0 Àðð0 BÀDQ,€ H 4I&"E0 †€` ppÀ•p€D0ð €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 XRFUW WRKHV&ZLLOCK R Q
GHWDLOV DV WR ZKLFK SDUW V RI WKH WUDLQLQJ DUH UHTXLUH
WUDLQLQJ W\SH ZLOO FRQVLVW RI YWHDUQD 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 FRPSOHWHG LQ\$HWURWWKHQ&DZLQOR O B E
FDPSXV PDLO

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

2Q UHFHLSW RI WKHVH LWHPV WKH &DWGRQGRHQWPKH\WHIRHOLSRVZ)
DFWLYDWLRQ +H VKH PXVW LQLWLDO DSSOGLFDQOMKHQGH EHHMSXW QF
WHQ EXVLQHVV GD\V RI UHFHLSW SENHDPDLRQQJDWR 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 \$HFVWHFWQBQBZRUROGZSG
DFFHSDQFH RI WKH 2QH &DUG 'HSHQGLQJ RQ KRZ WKH PHUFKI
SURPSWHG WR HLWKHU VLJQ D UHFHLSW RU HQWHU D IRXU GLJL
VWURQJO\ UHFRPPHGGHG WR HVWDEOLLYDQW RQ1 DD/WWW RQ WDLFWHL R Q
GHFOLQHG ZKHUH WKH PHUFKDQW UHTXLUHV D 3,1

6WXGHQW 2QH &DUG

(DFK GHSDUWPHQW UHTXH\VLQJ 6WXGHQWVWZQW&HDS\$PLFVWVLRQ
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)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\ 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 DWDRXQWLQJVHUYL FHV](#)

&DUGKROGHUV VKRXOG EH DZDUH WKD DOWK HWB[[H FDSGL RQK H[HPSDU 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 WUDQVDFWLRQQWVZKIRQOMKLSORWVWQ 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 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 SUHQGLXPHQWDWLRQ LV OLVWHG EHORZ LQ RUGHU RI SUHIH

\$Q RULJLQDO UHFHLSW IURP WKH JPHQIDODWLRQ OXGIDQUHFW
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 FRQILHEDWLRQ SXHFDLQV ZKHQ
RI DQ RUGHU IRUP WKDW ZDV PDLOHG IURP D PHUFKDQW WR U

,I D UHFHLSW KDV EHHQ ORVW WKH &DEJGDQW GHQJ VUHTXXHG\ WRU
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 OHWVHUZWRWHWQID&DUHGWR OSGRUY
7KH OHWWHU DORQJZS\WDFI FROPS OSHVFRSHW)WKA UHFHLSW IRU
WUDQVDFWLRQ 7KH OHWWHU IURP -30RUJJDQ DW HUH TXLWGH 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 WQIDYCHUDFLWLRFQ W
UHTXHVW SD\PHQW RI RU UHLPEXUVH BHQWRRUF DOFRKROLF
x **Computer Hardware & Software** 3XUFKDVHV PXVW EH LQDEFRUGDQFH
DQG LQGLYLGXDO FDPSSXV ,7 UHTXLUHPHQW EHHQHQJQDSXWFKDW
DSSURYDO GRFXPHQWDWLRQ PXVW EH QRWHG RQ WKH ([SHQ
x **Dues/Memberships** 8VH RI 8QLYHUVLW\ IXQGV IRU RUJDQ\DWLRQ
PD\ EH SHUPLWWHG IRU LQVWLWXWLRQV DOPSRPHYLGHKLSIGXLD
RU SURIHVVLRQDO VHUYLFH RI YDOXH WR WKH LQVWLWXWLRQ
*HQHUDOO\ 8QLYHUWLW\ EHXG MGP DAR HSDX RLODGO YLPHXEDUJ \$KLS
GXHV XQOHVV QHHGHG WR GLVFKDUUHZ &QEKHSURLYWLGHHVSRQ
HGXFDFWLRQDO SURIHVVLRQDO RUVWLWVWLRQY LFKHIVSXIU \$BC
PHPEHUVKLS WKH FRPSOHWH QDPH RI WKH HWKUHJ DQDEFDWLRQV
EH FOHDUO\ GHV(FSHQMB RQSWW 6HH & 55
x **Food for Human Consumption**)RRG FDQ EH SXUFKDVHG IRU D 8QLYHU
HYHQW PHHWLQJ EXORQHVDVPMIDUHV V XIILFLHQW 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 & DUGMTXLYMDQRU
 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[DPSON IORZHUV SHLGRODHFFRQWHRQVQ
 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 SRUWROEGHGLRQ V
 LWHP V ZDV SXUFKDVHG DQG WKH PHUFKDQWV QDPH
 - x **Travel Related Expenses** ± \$Q\ SXUFKDVHV UHODWHG WR WUDYHO H
 KRWHO VKXWVOH VHUYLFHV HWF PIX5HSRQWHWUHFENGLCH
 SXUSRVH RI WKH WULS 1RWH WKH QDPHIRHUVKH WUDYHOHU

([SHQVH 5HSRUWV ZLWKLQ WKH 7UDYHOXL U[S HCRVFXPHRQW DW LRDQ B
 RQ WKH VHOHFWHG ([SHQVH 7\SH HYHQW WORXWKW WDE SXUFK(DPISF
 LQFOXGH %XVLQHVV &RPP %XVLQHVV 6YEHOR YLKHJ & DSHQRVHVG HDU
 VKRXOG DOVR ZRUN ZLWK KLV KHU)LVFQW \$SISBIRYLFU MTXR UHPQ

One Cards with Travel Option

7KH 8QLYHUVLW\ RI 0LVVRXUL 2QH & DUGV UFDQDEWH & VHH[S HCRVSD\ DR
 EHORZ 7UDYHO DSSURYDO LV UHTXLYHG EXXSKH LVRUDRYHGHUW LW Q
 GHWHUPLQH E\ HDFKH DPLSXYH\$HQBRZQEV PD\ DOVR EH SXUFKD
 HPSOR\HHV ZKHQ WKH 8QLYHUVLWWUDYHO RQ JUHFDOXLWGLDQHYLVLVV

+RWHOV

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\DRFFXQL BDWVQD
 J\PDFFHVV PRYLHV URRP VHUYLFH HVF & DUG QRW DOORZDEOH

,I WKH WUDYHOHU LV WKH & DUGKROCKHKLWU KMHUZQHW & RQG PD\ EH
 ,I KRWHO DUUDQJHPHQWV DUH EHLQJUP DDHIGRQWKH WLPDWHQRW
 UHTXLUH FRPSOHWLRQ RI D &UHGLW UPDG\$RZWK RULHJ D\DLRCK RROGH
 FRQILUP DW WKH WLPH RI UHVHUYD HGLRQ KZKDWHEKEDUJEV 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 KPV
YHKLFOH UHJDUGOHVV RI IDXOW 50 QDPO JFD O LDJH LOFLWVFRYHU
&' /': IRU D GDLO\ IHH KRZHYHU WKL S UFRYHG HDG H L W KH W R P W
&DUG ZKHQ XVHG WRRUH EWWWK KH 8 QH K L 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 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 IRU HPDLO E\ SKRQH RU E\ ID[,W LV
YLD FKHFN RU FDVK ZKLFK ZLOO EH GHSRVLWHG LQWR 8QLYHUV
5HSRUW &55 \$OWHUQDWHO\ WKH ([SHQVH 5HSRUWV 6EH &DUYGH
([SHQVH 5HSRUWV 6EH &DUYGH

Lost/Stolen Cards or Fraudulent Charges

,Q RUGHU WR SURWHFW WKH 8QLYHUV &DUG LQVWURUDJH WUHSRUW
-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 KKHU &DUGKROGHU
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 6 W X V W E X H M X S P L S R V Q H G
,QGLYLGXDOV WR FDQFHO WKH DFFR &DUGKROGHU HPSOR\PHRQW
7KH GHSDUWPHQW PXVW FROOHFW WKH FDUG DQG HQVXUH LW K

Accountabilities of a Cardholder

3XUFKDV LQJ 0HWKRG
3XUFKDVHV ZLWK WKH 2QH &DUG PD\ E\ PDGH W KHSHQWRQQHWHFU
HPDLO E\ SKRQH RU E\ ID[,W LV UHFHLYHG IURP 0HWKRG &DUGKROGHU
WUDQVPLW FDUG LQIRUPDWLRQ LQ VHJPHQWV RS DQFURDWHK HF DU
QXPEHU LQ RQH HPDLO RU ID[WKH UHFHLYHG IURP 0HWKRG &DUGKROGHU

5HFRQFLOLDWLRQ
7UDQVDFWLRQV DUH UHFHLYHG IURP 0HWKRG &DUGKROGHU WUHSRUW
WKH &DUGKROGHU ZLOO UHFHLYH DQ HPDLOHG QRWLILFDWLRQ R
&DUGKROGHU V KRXOG UHFRQFLOH WKH WUDQVDFWLRQ V H E M K S L Q V

- x (QVXULQJ WKH FRUHFV IXQGLQJ E K B U W I L H O G V W U L Q J K D
- x (QVXULQJ WKDW VSHFLILHG WUDQVDFWLRQV RQ KLV KHU SHUVRQDO
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 R UHPLEGGH UQGRD LG XID
\$FFRXQWV 3D\DEOH 6KDUHG 6HUylFHV ISRUJQA RXWVWDQGLQJ ([

'HOHJDWHV

&DUGKROGHUV PD\ DSSRLQW RQH RU PRWKH QDVEBYH 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&HDPHUKRKOQGHU QKRIKFOGO
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 SHQGHXG I W K H W K Q H G & D I D G 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 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 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 \$JUHPHQW
KWWSV ZZZ XPV\VWHP HGX XPV ID SURFXUHPHQW FDUG RQ

2EWDLQ D 6WXGHQW 2QH &DUG \$SSOLFDWLRQ \$JUHPHQW
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 2XWORN
2QH &DUG &DQFHODWLRQ)RUP 2XWORN
5HSODFHPHQW 5HFHLSW)RUP
2QH &DUG 6WXGHQW 3XUFKDVLRQ /RJ