

# Office of Finance

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## 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

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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[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 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 ZLWKO 2QRVY&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 KROGH&SSDRSUYD  
x &DQFHOOHQJ DQ\ FDUGV WKDW DUHHGH&DFWLYH RU ZLOO QR

'HSDUWPHQWV PXVW UHVSQRV WR 6XSSO\H&SHYLDQMLW&M ZWW&LQD  
5HSRUW \$Q\ FDQFHOOHWLRQ RU FKDQJH UHTXHVWV VKDOO EH P  
7DE RU E\ XVLQJ WKH 2QH &DUG &KDQJH V&DQRHO&DWSRQJROJPH  
6XSSO\ &KDLQ 2SHUDWLRQV ZLOO KDYH QWDOGYHWHI&SBW&D&Q\ K&DY  
PDGH

\$GGLWLRQDOO\ 6XSSO\ &KDLQ 2SHUDWLRQV ZLWKO 2QRVY&DUGHOW KOGHIS  
VSHQGLQJ OLPLWV DUH FRQVLVWHQW ZLWKO V&D&XIS&CKH&K&D&H&Q&H&S  
2SHUDWLRQV ZLOO ZRUN ZLWK WKH BIHS&D&D&GH&D&Q&F&M&R&F&D&H&G&D&S&S  
QH&F&H&V&D&U\

6WXGHQW 2QH &DUG  
7KH HVWDEOLVKHG PD[LPXPV IRU VLQJLOWHVVWUDQVDFWLRQ DQG PR  
UHVSHFWLYHO\ EXW ORZHU OLPLWVSB&Q&B HQFRXWUDQVLEIL&D&K&M&G

Q 3pÀ `0 Àðð0 BÀD&Q,€ 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 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&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 DSSG VLD EOMKDIQ5H 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 5HFVWHFWQBQBZRUROGZSG  
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 DQ WDLFWHL R Q  
GHFOLQHG ZKHUH WKH PHUFKDQW UHTXLUHV D 3,1

6WXGHQW 2QH &DUG

(DFK GHSDUWPHQW UHTXH\VLQJ 6WXGHQWVWZQW&H DSS PLFDDWV R 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 DERZHWK)DL QXWHWDOR 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 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 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 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 PLWXDUHQM &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 DPH [SHQGLWXUH EH QHILWV 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 SUH

\$Q RULJLQDO UHFHLSW IURP WKH JPHQVDFWLRQ OXG IDU HWF VKRZV D OLPLWHG DPRXQW RI LQIRUPDWLRQ RU KDV RQO\ SI 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 GRFXPHQW UHFHLYHG IURP \$ VFUHHQ SULQW RU RUGHU FRQILHUW WR SXHUFDLQV ZKHU RI DQ RUGHU IRUP WKDW ZDV PDLOHG PWR D PHUFKDQW WR U

,I D UHFHLSW KDV EHHQ ORVW WKH &DEIGDQV GHQJ VUHTXXHG\ WRV M EH SURYLGHG

,I WKH PHUFKDQW LV XQDEOH WR SURGXFH D GXSOLFDWH UHFHL -30RUJDQ &XVWRPHU 6HUFLFH DQG UHTXHVV D GXSOLFDFH VWFH WDNHV FDOHQGDU GD\ \$ IHH PD\ EH FKDUJHG ,I -30RUJ GXSOLFDWH WKH\ ZLOO VHQG D OHWVHUW BHWKH D EOHGWR OSGRUY 7KH OHWWHU DORQJ ZS WDFI FROV SOHWHFSSHU )W K F UHFHLSW IRU WUDQVDFWLRQ 7KH OHWWHU IURP -30RUJ D W HUH TXLWGH G IRU

**Transactions Requiring Special Documentation or Approval**

- x **Alcoholic Beverages** \$W WLPHV WKHUH DUH OHJLWLPDWHG VHSHQGL WKH SURPRWLRQ RI WKH 8QLYHUVLW\ V LQWHUHVVV \$Q DW WDW WKH H[SHQGLWXUH EHQHILWV WKH WLDYCHMDFLWL RFX WU UHTXHVV SD\PHQW RI RU UHLPEXUVH BHQWRRUF DOFRKROLF
- x **Computer Hardware & Software** 3XUFKDVHV PXVW EH LQDEFRUG DQG DQG LQGLYLGXDO FDPSSXV ,7 UHTXLUHPKHUW EHH: QHQ DSXW FGDV DSSURYDO GRFXPHQW WLRQ PXVW EH QRWHG RQ WKH ([SHQ
- x **Dues/Memberships** 8VH RI 8QLYHUVLW\ IXQGV IRU RUJDQ\DWLRQ PD\ EH SHUPLWWHG IRU LQVWLWXWLRQ V DOPSRPHYLGHKLS G XLD RU SURIHVVLRQDO VHUYLFH RI YDOXH WR WKH LQVWLWXWLRQ \*HQHUDOO\ 8QLYHUWLW\ EHXG M GP DAR HSDX RLODGO YLPHXEDU \$KLS GXHV XQOHVV QHHGHG WR GLVFKDUUHZ KQEK HSURLYWLG UHVSRQ HGXFDWLRQDO SURIHVVLRQDO RUVWLWV WLRQ YLZKHIV SXIU \$BC PHPEHUVKLS WKH FRPSOHWH QDPH RI WKH HWKUHJ DQ EFDWLRQV EH FOHDUO\ GHV(FSHQMB RQSWW 6HH & 55
- x **Food for Human Consumption** )RRG FDQ EH SXUFKDVHG IRU D 8QLYHU HYHQW PHHWLQJ EXORQH VDVPM D OUDLV V XIILFLHQW 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 XLYMD QRQ  
 WR EH SXUFKDVHG ZLWK WKH 2QH & DUG XGDHMLV \$FWRMOQSWLRQ  
 KDV EHHQ DSSURYHG LQRDLFR UDGQFMKZLWKW FDUG QHHGV F  
 PHW XWLOL]LQJ WKH SXUFKDVLRQ RSWLRQV ZLWKLQ 6KRZ 0H  
 PXVW SURYLGH SXUFKDVH H[FHSWLRQ DS SURFYXPHQWSSWLRQ  
 PXVW EH LPDJHG DORQJ ZLWK WKH 2QH & DUG WUDQVDFWLRQ
  - x **Incidental Expenses** &HUWDLQ H[FHSWLRQV WR LQFLGHQWDO H[SH  
 LQFOXGLQJ IRU H[DPSON IORZHUV SHUDR GHFFRQWHRQV  
 JUHHWLQJ FDUGV 6HQXV XOD\ LWHPV WKDW GR QRW KDYH D  
 SXUSRVH PXVW KDYH D VWDWHPHQW RQ RZKWK [SHQVH VZSD  
 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 PIXV R DWHWKHF EGHGH  
 SXUSRVH RI WKH WULS 1RWH WKH QDPH 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(DPIS  
 LQFOXGH %XVLQHVV &RPP %XVLQHVV 6YEHOR YLQJ & DSUHQVHVG HDQ  
 VKRXOG DOVR ZRUN ZLWK KLV KHU )LPDQ \$SIBIRYLU 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 8QLYHU WLWDYSD RQ JU HFDQGLWGLQW 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 Q WKDWX P\DRFPKQL BHWVQD  
 J\ P DFFHVV PRYLHV URRP VHUYLFH 20 F & DUG QRW DOORZDEOH

,I WKH WUDYHOHU LV WKH & DUGKROCKHKLWU KMHUZYQH & RQG PD\ EH  
 ,I KRWHO DUUDQJHPHQWV DUH EHLQJUP DD HIRJOW KH WLPDWHQRW  
 UHTXLUH FRPSOHWLRQ RI D &UHGLW 8 PDQ \$RZWK RULH 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 6KXWWOH 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 5G QDPO JFD O LDJH LOFLWV FRIYHU  
&' /': 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 Q O K L W 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 IRUHPPEXHU & DUGKROGHU WKH WKH  
YLD FKHFN RU FDVK ZKLFK ZLOO EH GHSRVLWHG LQWR 8QLYHUV  
5HSRUW &55 \$OWHUQDWHO\ WKH ([SHQVH 5HSRUWV &DUGKROGHU  
([SHQVH 5HSRUWV 6EH & DUGKROGHU 5HSRUWV 5HSRUWV 5HSRUWV  
LQIRU

**Lost/Stolen Cards or Fraudulent Charges**

,Q RUGHU WR SURWHFW WKH 8QLYHUV &DUGKROGHU WKH 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\ LH  
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 W W X H M X 5 P L S R V Q H G I  
,QGLYLGXDOV WR FDQFHO WKH DFFR & DUGKROGHU H K S O R V P R Q W K V  
7KH GHSDUWPHQW PXVW FROOHFW WKH FDUG DQG HQVXUH LW KI

**Accountabilities of a Cardholder**

3XUFKDV LQJ 0HWKRG  
3XUFKDVHV ZLWK WKH 2QH &DUG PD\ E\ D\ PDGH W KH SHHW R Q Q H W H F U  
HPDLO E\ SKRQH RU E\ ID[ ,W LV UHF R P P H Q G E G H Z B H Q R D N D Q J M  
WUDQVPLW FDUG LQIRUPDWLRQ LQ VH LP H Q W H V Q S D Q F U R D W K H F D U  
QXPEHU LQ RQH HPDLO RU ID[ WKH UH[SDUDQGHU Q G D W H H E R Q G W K

5HFRQFLOLDWLRQ  
7UDQVDFWLRQV DUH UHFHLYHG IURP 0 B V W W W & D U G K R O G H U W R V 3 H G S O M  
WKH &DUGKROGHU ZLOO UHFHLYH DQ HPDLOHG QRWLILFDWLRQ R  
&DUGKROGHUV VKRXOG UHFRQFLOH WKH WUDQVDFWLRQV H Z E M K S V Q

- 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 R Q T K L Y H L 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 \$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 RQHPLEGCH UQGRD LG XID  
\$FFRXQWV 3D\DEOH 6KDUHG 6HUYL FHV 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&HDPHUKRKOQCHW GKRIKFWGO  
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 PXVW G Q B O 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 H R 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 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  
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&K  
GD\ V RI WKH WUDQVDFWLRQ GDW\WKHGRZUWK 30XSSO\Q&K  
6XSSO\ &KDLQ ZLOO HQVXUH )LVFDO \$SSURYHUV DUH LQIRUPHG  
-30RUJDQ

**Related Information**

)LQDQFH 6XSSRUW &HQWHU  
KWWSV ZZZ XPV\VWHP HGX XPV ID SURFXUHPHQW FHDUG RQH

2EWDLQ D 2QH &DUG \$SSOLFDFWLRQ \$JUHHPHQW  
KWWSV ZZZ XPV\VWHP HGX XPV ID SURFXUHPHQW FHDUG RQH

2EWDLQ D 6WXGHQW 2QH &DUG \$SSOLFDFWLRQ \$JUHHPHQW  
KWWSV ZZZ XPV\VWHP HGX XPV ID SURFXUHPHQW FHDUG RQH

)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 3XUFKDVLRQ /RJ