

# 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 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 DQRV&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&DVGKROHGDSSDRVSUYD  
x &DQFHOOHQJ DQ\ FDUGV WKDW DUHHGHDGFWLYH 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&DQRHOODHWSRQJROJPWH  
6XSSO\ &KDLQ 2SHUDWLRQV ZLOO KDYH QWDOGYHWIHSBWBDRQ\KDY  
PDGH

\$GGLWLRQDOO\ 6XSSO\ &KDLQ 2SHUDWLRQV ZLWKO DQRV&DUGHOWKOGHIS  
VSHQGLQJ OLPLWV DUH FRQVLVWHQW ZLRWKH&VEXISSOKH&KHDHQFHSA  
2SHUDWLRQV ZLOO ZRUN ZLWK WKH BHS&DQFHOOHQJDFMORFDHUNGDSV  
QHFHVVDU\

6WXGHQW 2QH &DUG  
7KH HVWDEOLVKHG PD[LPXPV IRU VLQJLOWHVVDFWLRQDQG DQG PR  
UHVSHFWLYHO\ EXW ORZHU OLPLWVSEBQ&HQFRXWUDQVLEILSDKVMG

Q 3pÀ `0 Àðð0 BÀDEp,€ 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 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 EXVHQMLW\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 &XVWRGLDQDWGDFEOPESG EYHQMUM  
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\$HQFRDWLRQ D  
FRQVLGHUHG SDVVLQJ DQG WKH TXL] RQJEMFRUHWWD EHQODE/HQWHHS  
6XSSO\ &KDLQ 2SHUDWLRQV IROORZLQJ DQ RYHUQLJKW SURFHVV

5HFHLYLQJ &DUG

2QFH WUDLQLQJ KDV EHHQ FRPSOHWHG LQSHWUW WIKRHQ&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 EOMKDIQGH EHM SXW QF  
WHQ EXVLQHVV GD\V RI UHFHLSW SEUHPDLRQQJDWR 6XSSO\ &K  
RQHFDUG#XPV\VWHPHG WR UHWXUQ WKLW IRUP ZLWKQWVWKH DC  
2QH &DUG EHLQJ VXVSHQGHG XQWLO WKH IRUP KDV EHHQ UHFHL

2QH &DUGV DUH HQDEOHG ZLWK &KLS YHFWWHFWQBQBZRUROGZSG  
DFFHSDQFH 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\WVWLQJ 6WXGHQWVWZQW &H DSS PLXFDWV L X E  
DJUHHPHQW D ZULWWHQ H[SODQDWRQ RI ZK\ WKH 6WXGHQW 2Q  
EH XVHG E\ WKH UHTXH\WVWLQJ 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 XGHWLW 2QKH  
EHHQ UHFHLYHG

**Renewal of One Card**

2QH &DUGV H[SLUHV HYHU\ WKUHH H[SIDUWWRQ QWR R QOVK 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 TRQWDF H[BPSWRQWREH2QJ  
&DUGKROGHUV ZLOO DOVR EH LVVXHGLD ODFL&DUGHG WD[ , ' FDUG

6RPH PHUFKDQWV PD\ SUIHU D FRS\ RZKWKK PD[ EHHRSO GFDUWL  
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 DWDRXQWLQJVHUFLHV

&DUGKROGHUV VKRXOG EH DZDUH WKD DOWK HWB[H FSOGL RQK HHPDU V  
FKDUJHG RWKHU W\SHV RI WD[HV IHGHUDO ORFDO XVH HWF

,I VDOHV WD[ LV FKDUJHG WKH &DUGKROGHU TRQGFSDW VEPIQQWL W  
&DUGKROGHU PXVW FRQWDFW WKH PHUFDQW WR UHTXHVW D UH

**Stringing**

6SOLWWLQJ D ODUJH WUDQVDFWLRQQVQWZKIPQOMKLSORWVWQ WKBQ  
H[FHHGV WKH &DUGKROGHU V VLQJOH WUDQVDFWLRQ OLPLW LV  
WR EH PDGH ZKLFK H[FHHGV D &DUGKROGHU PLWXUJOM &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 SUHQGLXPHQWDWLRQ LV OLVWHG EHORZ LQ RUGHU RI SUHI

\$Q RULJLQDO UHFHLSW IURP WKH JPHQIDODWLRQ 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 FRQILHFWWRXU FKDLOH VZKRQ  
RI DQ RUGHU IRUP WKDW ZDV PDLOHG PWR D PHUFKDQW WR U

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

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

**Transactions Requiring Special Documentation or Approval**

- x **Alcoholic Beverages** \$W WLPHV WKHUH DUH OHJLWLPDWHG VHSRHOGL  
WKH SURPRWLRQ RI WKH 8QLYHUVLW\ V LQWHUHVVV \$Q DW  
WKDW WKH H[SHQGLWXUH EHQHILWV WKH WOLYCHMDFLWLRFQ WK  
UHTXHVV 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 RUJDQ\DWLRQ  
PD\ EH SHUPLWWHG IRU LQVWLWXWLRQV DOPSRHYLGHKLSG XLD  
RU SURIHVVLRQDO VHUYLFH RI YDOXH WR WKH LQVWLWXWLRQ  
\*HQHUDOO\ 8QLYHUVRWVEHXGMPDARHSDXRLQDGLPHXEDHJ\$KLS  
GXHV XQOHVV QHHGHG WR GLVFKDUUHZKQEKHSURLYLGHUHVSRQ  
HGXFDFWLRQDO SURIHVVLRQDO RUVWLWVWLRQYLKHHVSRXU\$BQ  
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 XGDHMLV\$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 SHUDR GHFFRQWHRQV  
 JUHHWLQJ FDUGV 6HQXVXD \LWHPV WKDW GR QRW KDYH D  
 SXUSRVH PXVW KDYH D VWDWHPHQW RQ RZKWK H[SHQVHV 5ZSD  
 EHQHILW WKH 8QLYHUVLW\
  - x **Third Party Payment Providers** ,I D WKLUG SDUW\ SD\PHQW SURYLGHU  
 3D\3DO 6TXDUH GRFXPHQWDWLRQ PXVW SRUSWR EGHLQJ  
 LWHP V ZDV SXUFKDVHG DQG WKH PHUFKDQW\V QDPH
  - x **Travel Related Expenses** ± \$Q\ SXUFKDVHV UHODWHG WR WUDYHO H  
 KRWHO VKXWVOH VHUYLFHV HWF PIXVNS R DWHWKHF EHGHCHE  
 SXUSRVH RI WKH WULS 1RWH WKH QDPH IRH OVKH WUDYHOHU

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

**One Cards with Travel Option**

7KH 8QLYHUVLW\ RI 0LVVRXUL 2QH & DUG UHQDEWH & 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 8QLYHU WLWDYSD RQ JUHFDOXGLWGLQW 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 QWKDWX PD\DRFPKQL BHWVQD  
 J\PDFFHVV PRYLHV URRP VHUYLFH 2VF & DUG QRW DOORZDEOH

,I WKH WUDYHOHU LV WKH & DUGKROCK KH LV KMH UYQHW & RQG PD\ EH  
 ,I KRWHO DUUDQJHPHQWV DUH EHLQJUP DD HIRJOWKH WLPD\WHQRW  
 UHTXLUH FRPSOHWLRQ RI D &UHGLW ED DG \$RZWK RULH D&DLRCK RROGH  
 FRQILUP DW WKH WLPH RI UHVHUYD HGLRQ 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 XIPV  
YHKLFOH UHJDUGOHVV RI IDXOW 50 QDPO JFD O LDJH LOFLWV FRIYHU  
&' /': 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 O K H M G V S V I R O U D P  
(QWHUSULVH 1DWLRQDO KDYH DJUHHG WR LQFOXGH WKH &' /':





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 R UHPLEOCH UQGRD LG XID  
\$FFRXQWV 3D\DEOH 6KDUHG 6HUYL FHV ISRU DQ 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 GLVSXWHDFW KMK&HDPHUKRKOQCHW GYKRXKFWGO  
WR UHVROYH WKH LVVXH ,I D GLVSXWH LV LQ RUGHU LW PXVW I  
GDWH ,I QRW UHVROYHG GLUHFWO\ ZLWK (QKHUPHHU FKDDWH WKHR 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 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 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 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  
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 FHDUG RQ

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

2EWDLQ D 6WXGHQW 2QH &DUG \$SSOLFDFWLRQ \$JUHHPHQW  
KWWSV ZZZ XPV\VWHP HGX XPV ID SURFXUHPHQW FHDUG 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  
5HSODFPHQW 5HFHLSW )RUP  
2QH &DUG 6WXGHQW 3XUFKDVLRQ /RJ