



Office of Finance

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Effective:

Last updated:

Responsible office:

Responsible administrator:

Contact:

2. Copies or facsimiles of the original receipt.
3. A packing slip or other documentation received from the merchant.
4. A screen-print or order confirmation e-mail, when making Internet purchases, or a copy of an order-form that was mailed to a merchant to request an item.

If a receipt has been lost, the Cardholder should contact the merchant and request that a copy be provided.

If the merchant is unable to produce a duplicate receipt, the Cardholder should contact JPMorgan Customer Service and request a duplicate receipt (call 800-270-7760). This process takes 30-60 calendar days. A \$5 fee may be charged. If JPMorgan is unable to obtain a duplicate, they will send a letter to the Cardholder indicating they were unable to provide a copy. The letter, along with a completed Replacement Receipt Form, becomes the receipt for that transaction. The letter from JPMorgan is required for any purchase greater than \$5.

Transactions Requiring Special Documentation or Approval

- Alcoholic Beverages - At times there are legitimate expenditures for alcohol related to the promotion of the University's interests. An attestation or written statement explaining that the expenditure benefits the University must be shown on each transaction that request payment of, or reimbursement for, alcoholic beverages.

- Third Party Payment Providers - If a third party payment provider is being used (e.g. PayPal, Square) documentation must be provided on the Expense Report including what item(s) was purchased and the merchant's name.
- Travel Related Expenses – Any purchases related to travel, e.g. airfare, rental cars, hotel, shuttle services, etc., must have recorded on the Expense Report the business purpose of the trip. Note the name of the traveler in the Assignee field.

Expense Reports within the Travel & Expense module may also require documentation based on the selected Expense Type even though the purchase may not be listed above. Examples include Business Comm, Business Svc, and Supplies. The Cardholder should also work with his/her Fiscal Approver(s) for any department specific requirements.

One Cards with Travel Option

The University of Mississippi One Card can be used for all business travel expenses. The cardholder must provide documentation for all travel expenses. The cardholder must also provide documentation for all other business expenses. The cardholder must also provide documentation for all other business expenses.

All accidents involving rental vehicles, regardless of the amount of damage or extent of injury, should be reported immediately to the Rental Agency and the University. A copy of the rental agency report should be submitted along with the [Vehicle Accident Report Form UM-5](#) to the appropriate campus claims coordinator. If the One Card was used for rental, contact 1-

Cardholders may also take advantage of the Fraud Alert Protection Program. This program, provided by JPMorgan, allows a Cardholder to register his/her One Card account and choose the alert type to be received in the event of possible fraud: mobile text message, email, and/or phone call. The notification alerts Cardholders to suspicious activity and allows them to conveniently reply to the message, either confirming validity or indicating fraud. Additional information and instructions are provided with each new or replacement One Card.

Cardholder Terminations and Transfers

A One Card Change Form must be submitted to cancel the account within 48 hours of change in Cardholder employment status.

The department must collect the card and ensure it has been destroyed.

Accountabilities of a Cardholder

Purchasing Method

Purchases with the One Card may be made in person, electronically via the internet, or through email, by phone, or by fax. It is recommended when making purchases via email or fax to transmit card information in segments to increase card security, i.e. send part of the account number in one email or fax, the remainder in a second, and the expiration date in a third.

Preferential Considerations

When making purchasing decisions, departments are encouraged to choose either a Missouri Based business or a Diverse owned business whenever possible. See [Policy 26202](#) for additional details.

Reconciliation

Transactions are received from MasterCard into PeopleSoft Financials on business days and the

- Verifying each transaction has a matching receipt, which has been attached to the Expense Report
- Validating the Certify Statement prior to submitting the Expense Report for approval

Custodians will receive a reminder email from PeopleSoft for any transaction that has not been pulled from MyWallet into an Expense Report within 25 days.

Custodians and the Financially Responsible Individual will receive a reminder email from the One Card Team for any transaction

Related Information

Finance Support Center

<https://www.umssystem.edu/ums/fa/finance-support-center>

Forms Located in PeopleSoft

[Travel and Expenses Tile > Add myForms](#)

One Card Application Form

One Card Change Form

(Change Card Limits, Change Contact Information, Cancel Card, Suspend Card)

One Card Dispute Form

One Card Reimbursement Form

Obtain a Student One Card Application

Contact One Card Team at onecard@umssystem.edu

Additional Forms & Documents

Replacement Receipt Form

https://www.umssystem.edu/media/fa/procurement/Replacement_Supplier_Receipt_Form_42018.doc_.pdf