

UMBC
DEPARTMENTAL CAMPUS CARD
USER'S GUIDE
Revised March 2009

1. OVERVIEW OF PROGRAM

1.1 PURPOSE

The Departmental Campus Card ("D-CARD") is intended for use on campus to provide a simplified method for small food purchases, copier use, pay-for-print services, COMM_STORE postal goods and/or small Bookstore purchases in support of authorized departmental activities and to minimize the need for and use of "Petty Cash" funds. The card is not intended to be used as payment for catered events through Dining Service. Further restrictions are defined in section 7. It is a convenience offering intended to facilitate accounting for low end, small volume purchases. Purchases are subject to applicable UMBC procurement policy and existing departmental spending rules and regulations. Departments are responsible for proper record keeping procedures as stated in sections 4 and 5 below. The D-card must be used in compliance with the UMBC Policy on Reimbursement for Business Meals and Purchase of Food Services other than Employee Travel which can be found on Financial Services website.

This card is not to be used for personal purchases. Violation of this section may result in disciplinary action against the cardholder, including termination of employment, fine and/or criminal prosecution.

1.2 BENEFITS

The D-CARD provides an easy way for departments to purchase food or other needed support services that are part of regular routine operations. For food purchases, financial prearrangement is not necessary and on-site signatures are not required. However, food purchases may require completion of a Pre-Approval form. (See Food/Meals Policy on Financial Services website). Examples of possible uses include lunch for a candidate or food for athletic recruiting. For services such as campus pay-for-print and copier access, the D-CARD represents a convenient method to manage funds and, in cashless operations such as the COMM_STORE, is the only method to access these services by departments.

2. WHERE TO GET HELP

The D-CARD program is a subset of the UMBC Campus Card ("C-Card") and is administered by the Department of Campus Card and Mail Services as part of THE COMM_STORE, (a customer service center located on the first floor of the University Center). Regular hours of operation are Monday through Friday, 8AM through 4PM. Questions or concerns can be directed to extension [443-612-2273] C-CARD or addressed through email at campuscard@umbc.edu.

2.1 CONTACTS

THE COMM_STORE (443-61)2-2222

CAMPUS_CARD (443-61)C-CARD (2-2273), campuscard@umbc.edu

Sandy Mowbray, Associate Director (410-45)5-2266, mowbray@umbc.edu

George M. Vitak, Director of Campus Card and Mail Services, (410-45)5-3262 vitak@umbc.edu

3. CARDHOLDER POLICES AND PROCEDURES

The D-Card simplifies accounting for departmental expenditures on campus and for limited food vendors off campus. The procedures for this policy are outlined below.

3.1 OBTAINING A CARD

The D-CARD is available to any UMBC department or authorized organization. (Hereafter the term department also refers to authorized organizations). All Campus Card users are required to attend an initial training session prior to submitting an application form to the Campus Card office. An application form [sample attached] is to be completed and submitted to the Campus Card office with the initial payment (either JE or check). There is a one-time setup fee of \$20.00 per application to initiate an account and the issuance of a D-CARD(s). This must be included with the original deposit. Funds may be deposited to the card via the Campus Card office, in accordance with the defined terms and conditions for D-CARD use, through transfer from any authorized fund source. **GRANT/PROJECT FUND CODES 1253 AND 1263 CANNOT BE USED TO FUND THE D-CARD ACCOUNT.**

3.2 TRAINING

Effective April 1, 2009, D Card training is mandatory for both cardholders and supervisors prior to obtaining the card. To obtain and maintain a D-CARD, there is also an application process, specific terms of use, record keeping responsibilities and periodic independent review of card usage. Use of the D-CARD is similar to the debit applications of the Campus Card (red ID) issued to all members of the campus community. Instruction and/or guidance on all aspects of the D-CARD are provided by the Campus Card operation and/or Management Advisory Services.

3.3 KEEPING YOUR CARD SECURE

The using department assumes full responsibility for the security, use and reconciliation of the D-CARD. As a cash value is maintained in the associated account, the D-CARD should be **treated the same as cash** and handled accordingly. Card funds are an extension of a department's account and, as such, use of the card must be restricted to authorized personnel of that department. Card use must be regulated by departmental policy with full accountability of that use resting with the department's chairperson. All existing rules and regulations applicable to the handling and disbursement of departmental funds apply to D-CARD use.

3.4 LOST OR STOLEN CARDS

In the event the card is misplaced, lost or stolen, it is the department's responsibility to immediately report the problem to the Campus Card office to facilitate the stopping of all card activity. If the card is stolen, departmental funds are subject to loss due to illegal use as long as the card remains active. The department is responsible for all transactions made with the card. The card can be frozen during normal business hours, typically Monday through Friday, 8AM through 4PM. The Campus Card office can be notified of the situation by dialing C-CARD (extension 22273). After business hours please contact either Sandy Mowbray at 410-207-5992, or Gary Mann at 410-952-2207. For security reasons, accounts can only be reactivated through interaction with Campus Card personnel. There is a \$15.00 replacement fee for lost D-CARDS. Stolen cards, with documentation (police report case number), are replaced at no charge.

3.5 RENEWAL

The D-CARD is automatically renewed at the beginning of each fiscal year if there is a balance in the D-card account. Balances on deposit in renewed accounts will carry over to the next fiscal year. If the card account balance is zero at the end of the fiscal year, the card will automatically be deactivated. The department will be notified in writing by August 1st of card/account deactivation. There is no charge for automatic renewal. However, deactivation and reactivation fees apply (see Section 3.8 below)

3.6 CHANGES IN CARDHOLDER OR SUPERVISOR INFORMATION

The department is responsible for timely notifying to the Campus Card office of any change with respect to card use such as designation of a new individual responsible for D-CARD accountability, reconciliation, or supervisory review. D-CARDS may only be released to the chairperson or duly authorized representative of a department. This individual shall serve as the official contact point for all card activity, account reconciliation and audit requirements. The department shall designate this individual as part of the application process and must notify the Campus Card operation in writing of any reassignment of this responsibility. Failure to honor the terms and conditions of D-CARD use could result in the deactivation and requested surrender of the card(s).

3.7 CARD LIMITS & RECONCILING INFORMATION

Departments are not limited to the amount deposited on the D-card. However, they are limited to a total of two cards per department. Departments with cards designated specifically for copying purposes only are allowed 10 cards per department. Meal purchases are limited to \$100 per event. Fund transfers into the card account may be done at any time and in any amount up to the maximum department limit. This may be accomplished by journal voucher to the Campus Card operation. Funds may only be transferred from an authorized fund source that is allowed to make the types of purchases supported by the D-CARD. The Campus Card office will provide each using department an itemized report of expenditures for each card for the preceding month. The department will be responsible for reconciling the report against departmental records. Please see the reconciliation procedure below.

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3.8 CARD DEACTIVATION & SURRENDER OF CARD

After initiation, the D-CARD remains active for the current fiscal year and will remain active year to year as long as there is a balance in the D-Card account as noted above. If the D-card account balance is zero at the end of the fiscal year, the department will be charged a \$10.00 deactivation fee and will be notified in writing of this change in status. Request for reactivation requires the submittal of a newly completed application form. The department will be charged a \$20.00 reactivation fee.

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Departments no longer desiring to maintain a D-CARD account can terminate the service by notifying the Campus Card office, in writing, of their desire to discontinue. Such notification must be under the signature of the department chair or designated representative. All D-CARDS held by the department must be surrendered. There is no charge to terminate an active account. Remaining funds will be transferred back to the departmental account from which they originated.

Upon deactivation or cancellation of a D-CARD account the card(s) must be surrendered to the Campus Card office. Failure to return the card(s) will result in a \$15.00 charge per card.

4. HOW TO USE THE DEPARTMENTAL CAMPUS CARD

4.1 DEPARTMENTAL CAMPUS CARD DOCUMENTATION

Departments must maintain the required monthly D-card log for recordation and reconciliation of account expenditures. The log is to be maintained by the calendar month. The Campus Card office will provide a monthly report of transactions for each of the departmental cards including reports for months with no departmental activity. Receipts for food and bookstore purchases must be requested at the time of purchase. Supporting documentation and any relevant information pertaining to the D-Card is to be retained with the log. The log, the report and supporting documentation are to be maintained in a secured location and are to be made available upon request for audit purposes.

4.2 MAKING PURCHASES

The D-CARD may be used to make authorized small departmental purchases of goods, food or services at campus and limited off-campus locations accepting the Campus Card (red ID card). The intent is to provide a quick, convenient method to purchase food, make copies, use pay-for-print services and obtain postal supplies at THE COMM_STORE. At the time of purchase, the card should be presented, or swiped at self-serve operations. The cost associated with the goods or service will be automatically deducted from the card's account and appear as an item in the itemized report provided to the department at the end of each month. The balance of the account will be displayed at the completion of each transaction.

5. RECONCILIATION INSTRUCTIONS

All cardholders are required to complete monthly reconciliations between their transaction log and supporting documentation, as well as the monthly report of transactions and the transaction log. The cardholder reconciliations and supervisory review should be completed within 30 days of the end of the preceding month.

5.1 RECONCILING TRANSACTION LOG AND SUPPORTING DOCUMENTATION

Department cardholders must ensure they have supporting documentation for their D-Card purchases. The documentation should detail who authorized the purchase, what was purchased, where the purchase was made and when it was purchased. For example, when using the D-Card in the Commons to take prospects to lunch the cardholder is required to maintain the following supporting documentation: 1) a record of who attended the lunch and whether or not they are a UMBC employee, 2) who authorized the lunch, if applicable (may require completion of a Pre-Approval form on Financial Services website), and 3) the cash register receipt.

5.2 RECONCILING MONTHLY STATEMENT AND TRANSACTION LOG

The monthly report of transactions provided by the Campus Card office should be compared to the transaction log. For those transactions that appear on both the report and the log, ensure there is appropriate documentation to support both the purchase and receipt of the goods/services. Items appearing either on the log and not on the monthly report or on the monthly report and not on the log should be investigated. The statement and logs should be maintained and filed with the corresponding documentation. The cardholder should sign and date the log within 30 days after the end of the preceding month.

5.3 SUPERVISORY REVIEW OF CARDHOLDER RECONCILIATION

Supervisors must review their cardholder's transaction log, the report and the supporting documentation. The supervisor is responsible for ensuring the cardholder completed a valid reconciliation, purchases were within D-Card guidelines, appropriate supporting documentation is included for every purchase, and that the amount charged is within specified limits. The supervisor should document their review by signing and dating the transaction log within 30 days after the end of preceding month.

5.4 MANAGEMENT ADVISORY SERVICES REVIEWS OF DEPARTMENTAL CAMPUS CARD

Similar to the P-Card reconciliation process, the D-Card reconciliation process will be subject to a periodic review by the Management Advisory Services Department. MAS will review documentation maintained in the department to ensure cardholders are maintaining and reconciling transaction logs and that supervisors are performing monthly reviews.

6. DISPUTED TRANSACTIONS

6.1 REPORTING A DISPUTE

In the event there is a discrepancy between the report provided by the Campus Card office and the departmental log it must be brought to the attention of the Campus Card office within 10 days of receipt of the report.

6.2 RESOLUTION

The Campus Card office will provide the department with the details of the disputed transaction for review. In the event the department still feels the charge is unjustified the department will be responsible for providing the Campus Card office with information that would support the reversal of the charges.

7. PROHIBITED USES OF THE DEPARTMENTAL CAMPUS CARD

The following are services for which the use of the D-CARD is prohibited. The Campus Card office reserves the right to amend this list from time to time without prior notice.

Catered Events

Vending machines

Laundry

Personal Meals

Personal Needs

Concerts

Sporting Events

Special Campus Events

Game Room