Declining Balance Card Policy

POLICY STATEMENT

The University utilizes a declining balance card as a preferred method of expense reimbursement in connection with a number of business activities. The card is issued to faculty for official travel, professional development, and related expenses incurred with Faculty Development Funds. Faculty members also use the card for certain entertainment and mentoring activities. Departments may use the card, as well, to support the payment of staff business travel and entertainment expenses and student travel expenses.

REASON FOR POLICY

This Policy establishes the standards for the use and administration of the University’s declining balance card, including the reconciliation of cardholder transactions in the Concur system.
WHO SHOULD READ THIS POLICY

Any employee or student who is provided with a declining balance card for use in conducting University business; the members of the Leadership Team, as well as supervisors and Business Managers who supervise an employee or student issued a declining balance card.

POLICY TEXT

The University’s declining balance card is a Visa-brand credit card issued by J.P. Morgan Chase. The card is loaded with a pre-determined dollar amount funded by the cardholder’s department. The card allows authorized University faculty, staff, and students to make business-related purchases on behalf of the University while eliminating the need to use the Payment Request process. The card is issued to University employees and students who are approved by their department Business Manager and the Purchasing Card Administrator in the Office of Accounting and Business Services (ABS).

Transactions charged to a declining balance card must have a business purpose, must be documented, and must be approved by a Business Manager in compliance with this Policy and related University policies. See Reconciliation Procedures.
## DEFINITIONS

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Business Manager</td>
<td>A University employee, designated by the President, Vice President, Vice Provost, or Dean who is the financial manager for the University account(s) being used by a cardholder. This may include the President, Vice Presidents, Vice Provosts, or Deans.</td>
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<tr>
<td>Business Purpose</td>
<td>Travel, entertainment, and other business expenses that are in furtherance of the educational and research mission of the University.</td>
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<tr>
<td>Concur</td>
<td>The University’s on-line system for payment requests, expense reimbursements, cash advance requests, and reporting.</td>
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<tr>
<td>Declining Balance Card</td>
<td>A bank-issued Visa card with a declining balance limit established by Business Services. The card is used for University business-related expenses incurred in accordance with this Policy and related University policies.</td>
</tr>
<tr>
<td><strong>FOAPAL (or FOAP)</strong></td>
<td>The acronym representing each element of the University’s chart of accounts, i.e., Fund, Organization, Account, Program, Activity, and Location.</td>
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</table>
Merchant Category Code (MCC)  Each vendor is assigned an MCC based on the nature of its business. The MCC is used to allow or disallow transactions at the point of sale based on the code assigned to a particular vendor.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Contact</th>
<th>Phone</th>
<th>Email/URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting and Business Services</td>
<td>Frank Wasilewski</td>
<td>415.422.2402</td>
<td><a href="mailto:fmwasilewski@usfca.edu">fmwasilewski@usfca.edu</a></td>
</tr>
<tr>
<td>Disbursement Services</td>
<td>Dennis Miller</td>
<td>415.422.2102</td>
<td><a href="mailto:millerd@usfca.edu">millerd@usfca.edu</a></td>
</tr>
<tr>
<td>Payment Request</td>
<td>Disbursement Services</td>
<td>415.422.2387</td>
<td><a href="mailto:ap@usfca.edu">ap@usfca.edu</a></td>
</tr>
<tr>
<td>Purchasing Card Administrator</td>
<td>Disbursement Services</td>
<td>415.422.5977</td>
<td><a href="mailto:pcard@usfca.edu">pcard@usfca.edu</a></td>
</tr>
</tbody>
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<thead>
<tr>
<th>Form</th>
<th>Use</th>
<th>Location</th>
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<tbody>
<tr>
<td>Change Request for Purchasing Card or Declining Balance Card Application</td>
<td>Used to request a change in a cardholder’s spending limit, MCC assignments, FOAPAL, etc.</td>
<td>ABS</td>
</tr>
<tr>
<td>Missing Receipt Form</td>
<td>Used when original receipt substantiating a business expense is lost and a duplicate cannot be obtained</td>
<td>ABS</td>
</tr>
<tr>
<td>Payment Request</td>
<td>Used to initiate payment requests in the Concur Reporting System</td>
<td>ABS</td>
</tr>
</tbody>
</table>
RESPONSIBILITIES

Cardholder
- Uses declining balance card for business-related expenses in accordance with this Policy and related University policies.
- Completes Expense Report, including proper documentation, and submits it to the Concur system no later than the first business day of the month following the month after an expense has been incurred.
- Certifies that all business-related charges are correct and refunds any portion of a cash withdrawal not used for a University business purpose.

Department/Business Manager
- Approves employees and students authorized to receive a declining balance card.
- Reviews and approves Expense Reports documenting charges in the Concur system.
- Ensures all expenses are business-related and in compliance with this Policy and other applicable University policies.

Accounting and Business Services
- Works with JP Morgan Chase to activate declining balance cards for employees and students authorized to receive such cards.
- Reissues lost or stolen cards; assists in resolution of disputed transactions.
- Conducts cardholder training on the University’s expense policies and the Concur system.

President, Vice Presidents, Vice Provosts, and Deans
- Ensures that cardholders in his or her division are in compliance with this Policy.

FREQUENTLY ASKED QUESTIONS

(N/A)
PROCEDURES

Authorization
General Procedures
Using a Declining Balance Card
Payment Requests
Reconciling Procedures
Documentation
Violations

AUTHORIZATION

The declining balance card is administered by the Office of Accounting and Business Services (ABS). Access to a declining balance card and any request to change the dollar limits or other restrictions associated with the card must be submitted to the Purchasing Card Administrator in ABS for review and approval.

GENERAL PROCEDURES
**Issuance of a Declining Balance Card**

Employees and students approved by their Business Manager to receive a declining balance card must complete a [Purchasing Card or Declining Balance Card Application](#) for submission to the Purchasing Card Administrator. For group enrollments (e.g., student athletes), an Excel file including all of the required information may be provided to the Purchasing Card Administrator instead.

The declining balance card will be issued by ABS within 10 business days of receiving a properly approved application. The card will be issued in the individual’s name, include an expiration date, and will be loaded with the dollar amount authorized by the Business Manager.

**Activating a Declining Balance Card**

To activate the declining balance card, cardholders must call the J.P. Morgan Chase toll-free number included with the card. The automated activation line will prompt cardholders for the credit card number, the last four digits of their social security number, and their date of birth.

The card may be reloaded, as needed, to fund additional travel and entertainment activities approved by the cardholder’s department. Regular users of the card may be required to attend training on the University’s [Travel and Entertainment Policy](#) and the [Concur](#) system expense reimbursement procedures conducted by ABS.

**Lost or Stolen Cards**

If a declining balance card is lost or stolen, the cardholder must immediately contact his or her Business Manager. The Business Manager will notify the Purchasing Card Administrator, who will deactivate the card and issue a new card. Employees are responsible, however, for monitoring any subsequent charges reported in the Concur system related to the lost or stolen card and reporting such activity to their Business Manager.

**USING A DECLINING BALANCE CARD**

The declining balance card is used like a typical bank card. The cardholder must present the card at the time of purchase and sign the receipt produced by the merchant. Use of the card is intended for paying appropriate business travel, entertainment, and similar expenses. See [Travel and Entertainment Policy](#).

**Merchant Category Restrictions**

Cardholders may be restricted from purchasing certain items or services (e.g., automotive, furniture, jewelry, etc.). Such restrictions are set by the Purchasing Card Administrator by
assigning specific Merchant Category Codes (MCC) to each cardholder that are appropriate for University travel and entertainment expenses. Accordingly, certain card purchases may be declined at the point of sale based on the MCC assignment.

Declines
If a cardholder encounters problems using his or her declining balance card or the card is declined, he or she should call JP Morgan Chase Customer Service at 1-800-270-7760 x2102 for assistance. Representatives are available 24 hours a day to assist cardholders. If the bank is unable to assist the cardholder in completing a transaction, the individual should contact his or her Business Manager.

Declining Balance Card Changes
Cardholders who need a change made to their declining balance card spending limit or MCC restrictions should ask their Business Manager to approve a Change Request for Purchasing Card or Declining Balance Card Application and submit it to the Purchasing Card Administrator. The form may also be used to request a change in an employee’s name or e-mail address and to make FOAP changes. Such changes require three business days to complete.

PAYMENT REQUESTS
If a declining balance card is not an acceptable form of payment for an expense (e.g., a conference registration fee), the individual must request that his or her department initiate a Payment Request through the Concur system. A check will be issued by Disbursement Services within 10 business days after it receives the properly approved Payment Request.

RECONCILIATION PROCEDURES
Faculty and staff are required to reconcile their declining balance card charges, including cash withdrawals, in the Concur system by completing an Expense Report by the first business day of the month following the month in which the trip or event ended. Student charges must be reconciled by a staff member in the student’s department. Original receipts for all expenses must be faxed or scanned for submission to the Concur system before the Expense Report can be submitted.

Any portion of a cash withdrawal that is not used for a business purpose must be refunded to the University when the Expense Report is submitted. In such cases, a check made payable to the
University of San Francisco必须发送到University Cashier。见Travel and Entertainment Policy。

**Disputing a Transaction**

每位员工须负责及时解决与商户的任何争议事务。如果与供应商解决任何争议事务的努力均不成功，持卡人应通过发送电子邮件至pcard@usfca.edu通知采购卡管理员关于争议事务。采购卡管理员将提供进一步的步骤，以正式解决争议事务。

**DOCUMENTATION**

员工必须提供足够支持所有使用延迟余额卡所做出的费用的文件证据。文件证据应为原始账单或收据，包含日期、供应商名称和地点、购买货物或服务的描述、商务目的以及总金额。

任何费用超过50美元的原始收据必须提供。如果原始收据丢失，且已做出所有努力以获取该收据的副本，员工必须填写Missing Receipt Form并提交在费用报告中，如上述。

**VIOLATIONS**

违反任何部分的政策可能导致持卡人的延迟余额卡使用权被暂停或终止。员工也可能受到纪律处分，最高可包括解雇和/或法律行动。此外，员工将对任何确定不为大学商业目的的延迟余额卡费用自行负责。