

# 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&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 UHVSQRG 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&QRWOO&W&RQJIRQJWH  
6XSSO\ &KDLQ 2SHUDWLRQV ZLOO KDYH&V&D&G&H&W&H&S&B&W&D&RQ\&KDY  
PDGH

\$GGLWLRQDOO\ 6XSSO\ &KDLQ 2SHUDWLRQV ZLWKO 2QRVY&DUGHOW KOGHIS  
VSHQGLQJ OLPLWV DUH FRQVLVWHQW ZLWKO &V&X&S&O&H&K&D&H&Q&F&H&S  
2SHUDWLRQV ZLOO ZRUN ZLWK WKH BHS&D&W&R&H&Q&D&F&W&R&F&D&H&G&D&S&V  
QHFHVVDU\

6WXGHQW 2QH &DUG  
7KH HVWDEOLVKHG PD[LPXPV IRU VLQJLOWHVVWUDQVDFWLRQ DQG PR  
UHVSHFWLYHO\ EXW ORZHU OLPLWVSE&Q&B&H&Q&FR&R&W&D&U&H&L&E&L&S&K&M&G

Q 3pÀ `0 Àðð0 BÀDQ,€ H 4I&"E0 †€` ppÀ•p€D0ð €0` @Pp0

Issuance of One Card

SSOLF DWLRQ

&DUGKROGHUV ZKR KDYH EHHQ JLYHQ SHUDPLFRPESQHWRH KDDYH DL 2  
2QH &DUG \$SSOLF DWLRQ DQG \$JUHHPHQWLJXHG \$EUVWKPH)QW PXV  
6WUXFWXUH 5HVSQRVLEOH ,QGLYLGXDO &DPSXV RU 08+& )LQDQ

7KH FRPSOHWHG \$SSOLF DWLRQ DQG VLWQHGX \$SOH&KHQW 2SHWDM  
DWQHFDUG#XPV\VWHP HGX

8QGHU XQLTXH FLUFXPVWDQFHV D QRQD8 &XVHQMLW\QHHSO WPHR  
2QH &DUG 7KH GHSDUWPHQW PXVW FRRUGLQDWH ZLWK +XPDQ 5  
\$SSRLQWPHQW 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 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 &HQODEHQWHHS  
6XSSO\ &KDLQ 2SHUDWLRQV IROORZLQJ DQ RYHUQLJKW SURFHVV

5HFHLYLQJ &DUG

2QFH WUDLQLQJ KDV EHHQ FRPSOHWHG ZLQSHWDFWIKHQ&DZLQCKR 08  
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 SENHDPDLRQQJDWR 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 5HFHLYLQJ QDQJZRURO GZSG  
DFFHSDQFH RI WKH 2QH &DUG 'HSHQGLQJ RQ KRZ WKH PHUFKI  
SURPSWHG WR HLWKHU VLJQ D UHFHLSW RU HQWHU D IRXU GLJL  
VWURQJO\ UHFRPPHGGH WR HVWDEOLLYDKWD RQ1 DD/WWW DQ WDLFWHL RQ  
GHFOLQHG ZKHUH WKH PHUFKDQW UHTXLUHV D 3,1

6WXGHQW 2QH &DUG

(DFK GHSDUWPHQW UHTXH\VLQJ 6WXGHQWVWZQW &H DSS PLFVWV LK  
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 DERZLHWK)DL QXUHDWR 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\ WKHUHH 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 TRQWDK H[BPSWRQWKEH2QJ  
&DUGKROGHUV ZLOO DOVR EH LVVXHGLD 00PL&0DUGHG WD[ , ' FDUG

6RPH PHUFKDQWV PD\ SUIHU D FRS\ RZKWKK PD[EH]HRSO GFBUWL  
ZZZ XPV\ VWHP HGX XPV ID PDQDJPHQW WUDYHO WU

)RU D OLVW RI RWKHU VWDWHV DQG WKH RLQMHRSOHEBQVVLWDXD  
ZZZ XPV\ VWHP HGX XPV ID FRQWUROOHU DWDRXQWLQJVHUYLFHV

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

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

**Stringing**

6SOLWWLQJ D ODUJH WUDQVDFWLRQQWVZKIPQOMKLSORWVWG WKBQ  
H[FHHGV WKH &DUGKROGHU V VLQJOH WUDQVDFWLRQ OLPLW LV  
WR EH PDGH ZKLFK H[FHHGV D &DUGKROGHU PLWXUDJOM &DQGOH  
&KDQJH &DQFHODWLRQ )RUP PD\ EH VLXPLWVWHG WR UHTXHVW I

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 SUHGRFXPHQWDWLRQ 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 DP  
RI DQ RUGHU IRUP WKDW ZDV PDLOHG PWR D PHUFKDQW WR U

,I D UHFHLSW KDV EHHQ ORVW WKH &DEJGDQW GHQJ VUHTXXHG/ WRVQ  
EH SURYLGHG

,I WKH PHUFKDQW LV XQDEOH WR SURGXFH D GXSOLFDWH UHFHL  
-30RUJDQ &XVWRPHU 6HUFLFH DQG UHTXHVW 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 -30RUJJDQ DW HUH TXLWGH IRU

**Transactions Requiring Special Documentation or Approval**

- x **Alcoholic Beverages** \$W WLPHV WKHUH DUH OHJLWLPDWHG VHSRSHQG L  
WKH SURPRWLRQ RI WKH 8QLYHUVLW\ V LQWHUHVWV \$Q DW  
WKDW WKH H[SHQGLWXUH EHQHILWV WKH WOLYCHMDFLWLRFQ WK  
UHTXHVW 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  
DSSURYDO GRFXPHQWDWLRQ PXVW EH QRWHG RQ WKH ([SHQ
- x **Dues/Memberships** 8VH RI 8QLYHUVLW\ IXQGV IRU RUJDQ\DWLRQ  
PD\ EH SHUPLWWHG IRU LQVWLWXWLRQV DOPSRPHYLGHKLSIGXLD  
RU SURIHVVLRQDO VHUYLFH RI YDOXH WR WKH LQVWLWXWLRQ  
\*HQHUDOO\ 8QLYHUVRWVEHXGMPDARHSDXRLQDGOYLPXEDHJ\$KLS  
GXHV XQOHVV QHHGHG WR GLVFKDUUHZKQEKHSURLYWGHVSRQ  
HGXFDFWLRQDO SURIHVVLRQDO RUVWLWVWLRQYI7KHVSRXUSBC  
PHPEHUVKLS WKH FRPSOHWH QDPH RI WKH HWKUHJDOEDWLRQV  
EH FOHDUO\ GHV(FSHQMBRQSWKW 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 QDPHWRWLRQV\XVLFZEPWK  
 8QLYHUVLW\ DQG DSSUR[LPHDWH 3RXPLEHU 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 & DUGV & DUGMTXLYMDQRU  
 WR EH SXUFKDVHG ZLWK WKH 2QH & DUG XGHMLV\$FWRNQSWLRQ  
 KDV EHHQ DSSURYHG LQRDLFRUDQQFWMKZLWKW 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 SHUDRGRDFURDWHRQMQE  
 JUHHWLQJ FDUGV 6HQXVXDOLWHPV WKDW GR QRW KDYH D  
 SXUSRVH PXVW KDYH D VWDWHPHQW RQRVZWKH[SHQVH 5HSRUW  
 EHQHILW WKH 8QLYHUVLW\
  - x **Third Party Payment Providers** ,I D WKLUG SDUW\ SD\PHQW SURYLGHU  
 3D\3DO 6TXDUH GRFXPHQWDWLRQ PXVW ERUSURQEGHGLRQ Z  
 LWHP V ZDV SXUFKDVHG DQG WKH PHUFKDQWV QDPH
  - x **Travel Related Expenses** ± \$Q\ SXUFKDVHV UHODWHG WR WUDYHO H  
 KRWHO VKXWVOH VHUYLFHV HWF PIXVNSRDWHWKHFENGLCH  
 SXUSRVH RI WKH WULS 1RWH WKH JDPHIRHOGKH WUDYHOHU

([SHQVH 5HSRUWV ZLWKLQ WKH 7UDYHOXLQ[SHGRVFXPHRQWOWLPRQ  
 RQ WKH VHOHFWHG ([SHQVH 7\SH HYHQW WRORXWKH\KHE SXUFK(DPISF  
 LQFOXGH %XVLQHVV &RPP %XVLQHVV 6YEHORYLKHJ & DSUHQVHVG HDU  
 VKRXOG DOVR ZRUN ZLWK KLV KHU )LPHQW \$SSEIRYLFU MTXR UHPQ

**One Cards with Travel Option**

7KH 8QLYHUVLW\ RI 0LVVVRXUL 2QH & DHUC FHOQDEWH & VHH[SHQRVSD\ DR  
 EHORZ 7UDYHO DSSURYDO LV UHTXLVHG EXXS KH LVRUDRYH GHUW LW Q  
 GHWHUPLQH E\ HDFKH DPUSXVH \$HQBRZEQEV PD\ DOVR EH SXUFKD  
 HPSOR\HHV ZKHQ WKH 8QLYHUVLWYSD RQ JUHFDOXLWGLDQHYLVLWV

+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 LQFLGHQWDOQWKDWXPID\DRFPKQLBDWVQD  
 J\PDFFHVV PRYLHV URRP VHUYLFH 2VF & DUG QRW DOORZDEOH

,I WKH WUDYHOHU LV WKH & DUGKROCKHKLWVKMHUZYQHW&RQG PD\ EH  
 ,I KRWHO DUUDQJHPHQWV DUH EHLQJUPDDHIGIRJOWKH WLPD\WHQRW  
 UHTXLUH FRPSOHWLRQ RI D &UHGLW & PDUGSRVWKVULHJ D\DLRCKRQGH  
 FRQILUP DW WKH WLPH RI UHVHUYDHWLRQ KZKDWHEKEDUJEV 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 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 &DUYGH5HVLPHX2JVHIRHUQDVGSLRVLHVQDO LQIRU

**Lost/Stolen Cards or Fraudulent Charges**

,Q RUGHU WR SURWHFW WKH 8QLYHUV &DUGKROGHU LQVWUJPEHU WKH 5HSRUW  
-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\ DFWLYLWFRQWDEW WKH &DUGKROGHU  
ZKLFK WLPH WKH &DUGKROGHU ZLOO QHHG WR YHULI\ WKH FKDU  
SODFHG RQ WKH FDUG XQWLO WKH FKDUJH RORRDEG EUDXG YHULILH  
RU E\ FDOOLQJ &XVWRPHU 6HUULFH ,W LV WK  
&DUGKROGHU WR ZRUN GLUHFWO\ ZLWK -30RUJDQ WR UHVROYH V

**Cardholder Terminations and Transfers**

\$ 2QH &DUG &KDQJH &DQFHOO DWLRQ )RU 6WUXWVXU M X5P LSRVQHG I  
,QGLYLGXDOV WR FDQFHO WKH DFFR&DUGKROGHU HPSOR\PHRQWKV  
7KH GHSDUWPHQW PXVW FROOHFW WKH FDUG DQG HQVXUH LW KI

**Accountabilities of a Cardholder**

3XUFKDV LQJ 0HWKRG  
3XUFKDVHV ZLWK WKH 2QH &DUG PD\ E\ PDGH W KHSHQWRQ QHWHFU  
HPDLO E\ SKRQH RU E\ ID[ ,W LV UHFHLYHG EGHZEHQ RDNDQJ  
WUDQVPLW FDUG LQIRUPDWLRQ LQ VHLPHQWVRS DQFURD WKH FDUG  
QXPEHU LQ RQH HPDLO RU ID[ WKH UH[SDUDQGLURQGDWHHERQDQWK

5HFRQFLOLDWLRQ  
7UDQVDFWLRQV DUH UHFHLYHG IURP 0DWHU &DUGKROGHU 3HSDUWPHQW  
WKH &DUGKROGHU ZLOO UHFHLYH DQ HPDLOHG QRWLILFDWLRQ R  
&DUGKROGHUV VKRXOG UHFRQFLOH WKH WUDQVDFWLRQV HZEMLSLVQ

- x (QVXULQJ WKH FRUUFHW IXQGLQJ EKHUWILHOG VWULQJ KD
- x (QVXULQJ WKDW VSHFLILHG WUDQVDFWLRQV RQ TKLYH QURDQ  
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 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&HDPHUKRKOCHW GKRIK FVGO  
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  
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 V 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 X B V E W R I R D W H I G S Z L W K D R W 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**



0RQLWRU DQ\ H[LVWLQJ GLVSXWHG WUDQVDFWLRQV WR HQVXUH  
WUDQVDFWLRQV WKDW UHTXLUH GLVSXWHWHDWIKGRZUWK 30XSSO\Q&KID  
GD\V RI WKH WUDQVDFWLRQ GDW\WKHGRXXKXW\DUJDFWLRQ RI  
6XSSO\ &KDLQ ZLOO HQVXUH )LVFDO \$SSURYHUV DUH LQIRUPHG ]  
-30RUJDQ

**Related Information**

)LQDQFH 6XSSRUW &HQWHU

KWWSV ZZZ XPV\VWHP HGX XPV ID SURFXUHPHQW FDUG RQ

2EWDLQ D 2QH &DUG \$SSOLFDWLRQ \$JUHHPHQW

KWWSV ZZZ XPV\VWHP HGX XPV ID SURFXUHPHQW FDUG RQ

2EWDLQ D 6WXGHQW 2QH &DUG \$SSOLFDWLRQ \$JUHHPHQW

KWWSV ZZZ XPV\VWHP HGX XPV ID SURFXUHPHQW FDUG RQ

)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 3XUFKDV LQJ /RJ