

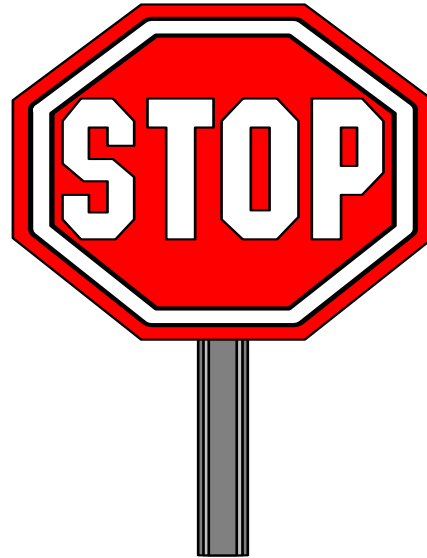
Quick Guide for Approving Officials

Responsibilities:

- **Review and Sign Cardholder's monthly statement reconciliation.**

- Know applicable Personnel, Procurement, Fiscal and Credit Card Program policies and procedures.
- Monitor Cardholder use of credit cards in compliance with established policies and procedures.
- Document all instances of card misuse/abuse. Notify the program administrator.
- Assist Cardholder with dispute resolution.
- Notify Program Administrator of lost/stolen cards. Submit paperwork to obtain replacement card.
- Monitor cardholder accounts for major job changes. Notify Department Liaison of account terminations. Assure that departing cardholders complete credit card check-out procedures.

Prohibited Purchases:



- Personal use of goods/ services
 - Cash advances/ cash equivalents
 - Split purchases/back orders
 - Automotive
 - Parts/Service
 - Fuel/Tires
 - Maintenance
 - Travel Expenses
 - Transportation (airlines/car rental)
 - Hotels/Motels
 - Food/Beverages/Alcohol
 - Entertainment/ Phone Calls
- A complete list of prohibited purchases is in the Users' Manual.

Report LOST/STOLEN cards

IMMEDIATELY

To Bank One at

1-800-848-2813

7 days a week, 24 hours a day

(You are responsible for all charges on the card until it is reported lost/stolen.)



Contacts:

Program Administrator:

Judy Scofield
Phone: (970) 351-1612
E-mail: judy.scofield@unco.edu
Fax: (970) 351-1142

Program Back-Up:

Mary Jantz, Purchasing
Phone: (970) 351-2287
E-mail: mary.jantz@unco.edu
Fax: (970) 351-1142



Questions?

See your users manual or Department Liaison.
Or check the web@
<http://www.unco.edu/acctservices/purc/>