

Quick Guide for Cardholders

Always:

- **Retain complete itemized documentation for each transaction.**
- **Sign your statement every month.**
- **Have Approving Official sign statement every month.**
- **Have official function form attached to each applicable statement.**
- **Do not pay tax.**

Using the Card:

- Follow the applicable Personnel, Procurement, Fiscal and credit card policies and procedures.
- Secure your card.
- Use the card to pay vendors for goods up to \$1000 per transaction.
- Do not make prohibited purchases.
- Remember card purchases are tax exempt.
- Obtain proper purchase documentation.
- Inspect goods before acceptance.
- Resolve disputes promptly and fairly.
- Reconcile statements on a monthly basis.
- **When possible:**
 - Use price agreement vendors.
 - Use Minority-owned, and women owned Businesses.
 - Use recycled products.

Phone/Fax Orders

- Tell vendor purchase is tax exempt.
- Give your name and agency as they appear on the card.
- Give specific delivery address.
- Do not fax the card number.

Disputes:

Notify Bank One of unresolved problem transactions. Actively pursue resolution. File dispute form with Bank One when necessary.

Documentation Requirements:

Keep an itemized receipt for all charges. Obtain the following information for each transaction:

- Vendor name
- Date of procurement
- Item description, quantity, unit cost, total cost.

Prohibited Purchases:

- Personal purchases
- Cash advances/ cash equivalents
- Split purchases/back orders
- Inappropriate purchases
 - Services
 - Contracts requiring authorized signature
 - Furniture
 - Rentals of any kind
 - Alcohol
 - Restaurant meals
 - Travel expenses (airfare, vehicle rental meals lodging)
 - Vehicle expenses (service station transactions, auto parts & repairs)
 - Long distance & Pay phone calls

Report LOST/STOLEN cards

IMMEDIATELY

To Bank One at

1-800-316-6056

7 days a week, 24 hours a day

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

Remember: The individual's name assigned to the card is the only person authorized to use that card-the card must not be given to or shared with other employees.



Contacts:

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Questions?

See your users manual or Department Liaison.

Or check the web@

<http://www.unco.edu/acctservices/purc/>