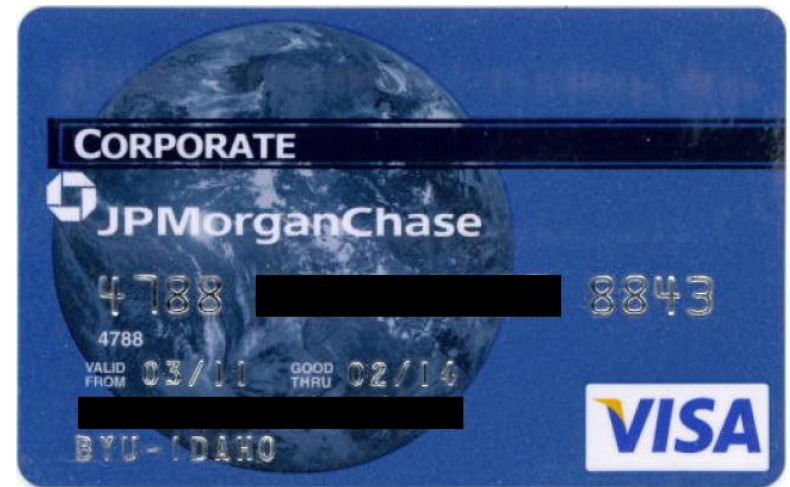
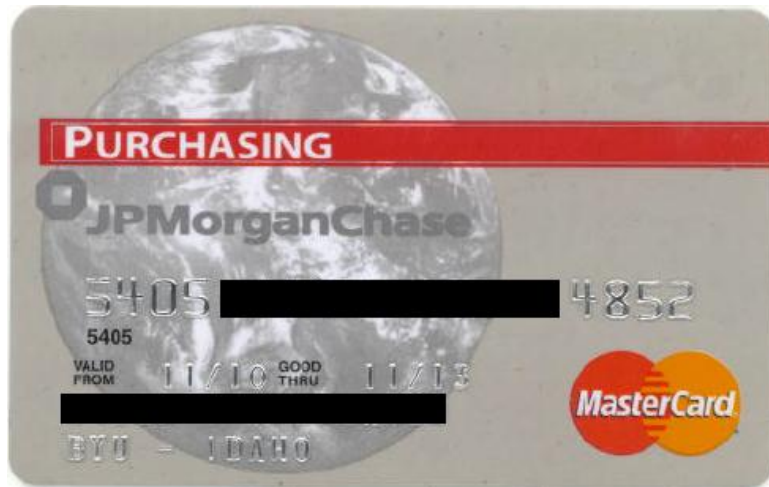


When, Where, and How  
to use the University

# Purchasing Card & Travel Card



# Purchasing vs. Travel Card: When and Where to Use

## Purchasing Card

- Every-day business related purchases (supplies, subscriptions, payments, memberships, etc) under \$1,000
- In place of hand checks, petty cash, POs, release numbers, check requests

## Travel Card

- Authorized travel-related expenses (food, hotel, transportation, etc)
- In place of personal credit card

# Purchasing vs. Travel Card:

## How to Account For Usage

### Purchasing Card

- Obtain a receipt
- Record business purpose on receipt
- Attach receipt to monthly statement and submit statement to Accounting Office on or before the 15<sup>th</sup> of the month
- Write account number to charge on statement if account is different than default account
- Obtain appropriate signatures
- **UNIVERSITY WILL PAY**

### Travel Card

- Obtain a receipt
- Expenses should be included on employee's TA to receive reimbursement
- **EMPLOYEE IS RESPONSIBLE TO PAY IN FULL EACH MONTH FROM PERSONAL BANK ACCOUNT**

# Purchasing vs. Travel Card: Do's

## Purchasing Card

### Do's

- Obtain receipts
- Record business purpose on receipts
- Use within dollar limits
- Turn in statements to Accounting Office by 15<sup>th</sup> with all accompanying receipts, accounts to charge, and signatures
- Monitor weekly emails for fraudulent transactions
- Review Policies and Procedures

## Travel Card

### Do's

- Obtain receipts
- Include expenses on your TA
- **PAY THE BALANCE OFF IN FULL EACH MONTH**
- Review Policies and Procedures

# Purchasing vs. Travel Card:

## Don'ts

### Purchasing Card

#### Don'ts

- Use for personal purchases
- **USE FOR TRAVEL-RELATED EXPENSES** (except conference registration fees)
- Use to purchase capital equipment (over \$2,500)
- Allow someone else to use card (unless department card)
- Use to pay for services performed that may be tax reportable
- Use to purchase gift cards

### Travel Card

#### Don'ts

- Use for personal purchases unrelated to University travel
- Allow someone else to use card
- **MISS A PAYMENT, IT CAN AFFECT YOUR PERSONAL CREDIT**

# Purchasing vs. Travel Card: Review Questions

## Question 1

Who is responsible for paying the bill for the Travel Card in full each month there is a balance?

- a) The University
- b) The Purchasing Department
- c) The cardholder (employee)
- d) The Church

## Question 2

Can the Purchasing Card be used for travel expenses other than conference registrations?

- a) Yes
- b) No

## Question 3

When are Purchasing Card statements due at the Accounting Office?

- a) 15<sup>th</sup> of the month
- b) 1<sup>st</sup> of the month
- c) Last day of the month
- d) Whenever I decide to turn it in

# Purchasing vs. Travel Card: Review Question Answers

## Question 1

Who is responsible for paying the bill for the Travel Card in full each month there is a balance?

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