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1. **Program Overview**

1.1 **Purpose**

The Florida International University Departmental Card Program is designed to provide a more efficient means of making routine small and large dollar purchases, which allows more control at the department level, defrays travel expenses, and streamlines the procurement cycle. Cardholders can use the Department Card to purchase allowable goods and services as long as departments follow all the required State and University regulations and guidelines.

This manual outlines the benefits of the Departmental Card program; describes the responsibilities of Cardholders, Approvers and departments; and enumerates the rules of the program.

The guidelines and procedures contained in this manual apply to all Cardholders and those who have direct or delegated responsibilities under the card program. Section 13 of this manual lists the key contacts for the card program.

1.2 **Card Setup**

The Departmental Card is a one card solution available in 3 categories of authorization: Commodity Purchases only, Travel Purchases only and Dual Use (for those Cardholders authorized to make both Departmental Commodity and Travel purchases).

1.3 **Program Benefits**

The Departmental Card program provides the following benefits:

- Streamlines the processes for most small and some large dollar transactions. The cost of purchasing goods/services with a Departmental Card is significantly less than purchasing items via a purchase order. This allows departmental personnel more time to perform other important tasks related to the University’s educational mission. This also expands the vendor base by enabling Cardholders to buy in person from local vendors, by telephone, or online. Cardholders may also receive the lowest discounted price from vendors, since vendors will be paid quickly.

- Merchants receives their payment within 24 to 72 hours, depending upon how fast they transmit the transaction to their servicing bank and how quickly the bank routes transactions to Visa. Since merchants will be paid promptly, they should be more inclined to accept Cardholders’ orders.

- When used for travel, JP Morgan Chase and Visa provide additional travel insurance including *travel accident*, *lost baggage reimbursement*, and *hotel burglary reimbursement* at no cost to the Cardholder or FIU.

1.4 **Credit Card Provider**

The University utilizes a VISA card platform and has selected JP Morgan Chase to provide the Card Management.
2. Departmental Card Program Controls

2.1 Responsibilities of the Credit Card Solutions Administrator
The FIU Credit Card Solutions Administrator oversees the program, establishes rules, issues guidelines, provides reports and statistics and assists Cardholders with problem resolution. The Credit Card Solutions Team is responsible for monitoring the effectiveness of the Commodity Card Program and user compliance with the procedures as outlined in this manual.

The Controller’s Office will initiate the monthly electronic payment to JP Morgan Chase.

2.2 Responsibilities of the Business Unit Approver (VP, Deans and Directors)
Business Unit Approvers are responsible for overseeing the Departmental Card program in their department, division, or college. They should make sure that Cardholders are employees who can be trusted to spend department funds and that the Cardholder is the appropriate individual responsible for making purchases on behalf of their departments or areas. They should also ensure that the Approver assigned to a Cardholder is not a subordinate.

2.3 Department Internal Controls
Each department should establish internal controls sufficient to regulate its card activities. The responsibility for appropriate use of the card lies not only with the Cardholder, but also with the approving department. Individual departments are encouraged to establish their own procedures in addition to those required by The Office of the Controller in order to ensure effective control over their credit card usage.

2.4 Responsibilities of Cardholders
The Cardholder accepts the responsibility for the protection and proper use of the Departmental Card upon signing the Departmental Cardholder Agreement, after attending a training session, and upon receipt of the Departmental Card. Cardholders are responsible for:

- Participating in University Card training for Cardholders.
- Signing a Cardholder Agreement form to acknowledge the responsibilities associated with using a Departmental Card.
- Following all FIU Purchasing Guidelines.
- Making purchases of goods and/or Travel in accordance with University guidelines and State regulations to meet their departmental purchasing needs.
- Providing the original documentation for each purchase to their Approver in a timely manner.
- Reviewing their monthly statements to ensure that all transactions listed are valid and making sure that their transactions are approved within ten business days.
- Ensuring the physical security of the card and protecting the account number.
- Not sharing the card number with other employees.
- Identifying disputed items and contacting the merchant directly to resolve disputes and filing a formal dispute within 5 days of the billing Statement.
- Requesting bids for charges exceeding the bid threshold and obtaining quotes for charges that exceed the quote threshold. For more information on bids and quotes, visit the Purchasing Website (http://finance.fiu.edu/purchasing).
Immediately reporting lost/stolen or compromised cards to the Credit Card Solutions office, the Cardholder's approving official, and JP Morgan Chase.

2.5 Responsibilities of Approvers and Reconcilers

Approvers and/or Reconcilers are responsible for:

- Participating in University training for Approvers and/or Reconcilers.
- Reviewing all Cardholder transactions with the cardholder and reconciling the individual receipts to the online transactions in PantherSoft Financials system in accordance with program requirements.
- Tracking disputed items to ensure proper credit is received.
- Approving only charges for which they have a receipt or other proof of purchase.
- Always obtaining a receipt or similar document from the Cardholder prior to reconciliation.
- Notifying their Cardholder, Cardholder's supervisor, Credit Card Solutions Team and/or Internal Audit (as appropriate) of charges that do not appear to be legitimate.
- Look for signs of fraud, such as purchases that are sent to a home rather than to the office, items that appear personal in nature and purchases made on holidays or weekends.
- Watch for restricted items or inappropriate purchases.
- Contact the Credit Card Solution staff if you are unsure as to the validity of purchases.
- Look for split purchases.
- Reconcile statements monthly.
- Report suspected fraud activity.
- Maintain organized records (refer to section 3.19 of this guide)
2.6  Credit Card Limits and Billing Cycle

The dollar limits assigned to a Departmental Card are based on the limits approved for each Cardholder on the Departmental Cardholder Application and approved by the Credit Card Solutions Administrator.

The monthly credit limit sets a restriction on the total amount of spending that can occur during the statement period. The single purchase limit restricts the total amount of a single transaction. The single transaction limit does not affect how much can be spent per day; it only affects how much can be spent per transaction.

The standard limits assigned to the Departmental Card are as follows:

**Single Transaction Limit:**
- The standard per transaction limit for commodity use only is $1,000.
- The standard per transaction limit for both travel only use and dual-use (combined commodity and travel) is $5,000.

This is the total dollar allowable per transaction.

**Under no circumstances shall the Cardholder request the merchant/vendor to split charges to avoid the single transaction limit** (refer to section 3.11 of this manual)

**Monthly Credit Limit:**
- The standard monthly limit for commodity only use is $5,000.
- The standard monthly limits for both travel only use and dual-use (combined commodity and travel use) is $10,000.

The monthly billing cycle for the Departmental Card runs from the first day of the month and closes on the last day of the month. On the first day of the month, a Departmental Cardholder’s limit amounts will be restored to the full amount.

Every department should keep track of its credit balance, or call JP Morgan Chase at the number shown on the reverse side of the Departmental Card to inquire on the remaining balance. Credit limits can be adjusted based on a departmental budget and purchasing needs.

If a Cardholder has a specific requirement for higher limits, the Temporary Account Maintenance Request form must be completed and submitted to their Business Unit Approver for authorization, and then forwarded to the Credit Card Solutions Administrator. These requests must be made prior to the purchase.

For permanent increases, the Cardholder must submit a completed and signed Departmental Cardholder Application, which allows for changes to the Cardholder’s information.

The completed form should be approved by the Cardholder’s Business Unit Approver and faxed to the Credit Card Solutions Team at 305-348-1623.
2.7 Card Inactivity
At the end of each fiscal quarter, a Card Inactivity Review is conducted by the Credit Card Solutions Team. Cardholders who have not had card activity during the consecutive three month period prior to the review will be sent an Inactivity Notification via email. Cardholders must reply with a justification as to why the card account must remain open. Cardholders may also reply to the notification indicating that the card is no longer needed. If no response is received within three weeks of the notification, the card account will be automatically cancelled and the Cardholder will receive notification.

2.8 Credit Card Monthly and Per Transaction Limit Reviews
Credit limits are assigned to Cardholders based on their purchasing needs. The Credit Card Solutions Team conducts reviews to analyze the Cardholder’s transactional spend in comparison to their assigned credit limits. If it is determined that the Cardholder is not utilizing the majority of their credit limit in a span of a year, the Cardholder’s credit limits will automatically be adjusted to fit their card spend. The Cardholder will be notified via email of any change to their credit limits.

2.9 Card Security
Each Cardholder is responsible for the security of the Departmental Card assigned to them. All precautions should be used to maintain confidentiality of all information relating to the card, such as the Cardholder account number and expiration date.

A Departmental Card and/or number should always be protected and kept in a secure location.

The only person authorized to use an FIU Departmental Card is the Cardholder whose name appears on the face of the card. Under no circumstances will the Departmental Card and/or card number be given or loaned out to another person or e-mailed in its entirety.

Any Cardholder sharing their Departmental Card information or allowing another individual to use their Departmental Card for purchases may have their Departmental Card cancelled.

Since the Departmental Card is a regular VISA card, it can be mistaken for a personal card. For this reason, it is recommended that the Departmental Card be kept separate from any personal credit cards.

If a Cardholder is going to be absent for an extended period of time, the Cardholder (or department) should submit a Temporary Maintenance Request form, requesting that the card limits be temporarily reduced to $1 for the period that the employee will be absent. Additionally, the department should request the issuance of a Departmental Card for another qualified staff member, either temporarily or permanently to cover purchases during the primary Cardholder’s extended absence.
2.10 Employment Change/Transfer/Termination
The program administrator or Credit Card Solutions Team must be notified by the Cardholder or by the Cardholder’s department whenever the Cardholder retires, resigns, transfers to another department, or assumes different duties that do not require using the Departmental Card.

If a Cardholder transfers to another department within the University, they are not required to cancel their Departmental Card unless their new Business Unit Approver will not approve the individual for a Departmental Card.

The Cardholder will need to take the following actions prior to any departmental transfer:
- Discontinue the use of the Departmental Card temporarily, until the Credit Card Solutions Administrator advises the Cardholder that the change has been completed.
- Complete a new Departmental Cardholder Application, mark the correct Action Requested box and submit the new form to the Credit Card Solutions Team. This request must be approved by the new department’s Business Unit Approver.
- Turn in all receipts from the previous department for outstanding purchases to the Approver.
- If the new supervisor will not approve the individual’s continuation as a Cardholder, notify the Credit Card Solutions Team immediately and return the Departmental Card for cancellation, utilizing the Departmental Card Cancellation Form.

If a Cardholder terminates their employment with the University, they are required to:
- Stop using the Departmental Card, immediately or at a minimum of two weeks prior to their last working date and notify the Credit Card Solutions Administrator.
- Turn in all receipts of outstanding purchases to their Approver.
- Complete the Departmental Card Cancellation Form: Cut the card in half and attach the pieces to the form; obtain Supervisor or Business Unit Approvers Signature, and mail it to the Credit Card Solutions Team. The Cardholder’s Approver should also send an e-mail to the Credit Card Solutions Administrator when a Cardholder leaves the University.

2.11 Type of Funds that can be used with the Departmental Card
Departmental Card purchases may only be made with money from designated funding sources in FIU01. Generally, these sources are Educational & General Use (E&G), Auxiliary, Sponsored Research, Contracts and Grants, and Local and Concession.

Foundation Funds may not be used for Departmental Card Transactions.

2.12 Encumbrances
The Departmental Card Program was established, in part, to lessen the amount of paperwork and processing time currently needed for small dollar purchases, therefore, Departmental Card charges are not encumbered at any time during the process. Since the payment is processed after the items are received, the Cardholder must be careful to not overspend their departmental budget at any time.

Departmental Cards are tied to a valid FIU Activity Nbr or Project number. A default Activity nbr is assigned when the Departmental Card Application is processed. Transactions may be processed against this Department number or may be charged to another Activity nbr or Project
number when the Approver processes the charges. A single transaction can be split across multiple Activity or Project numbers.

2.13 Financial Responsibility and Ownership of the Departmental Card
The University is responsible for the Departmental Card Program and all transactions, including payment to the bank for the monthly billing statement.
3. Departmental Card Policies and Procedures

3.1 Who Should Have a Departmental Card

The Departmental Card is available to full-time A&P, USPS or Faculty members with approval of their Business Unit Approver.

Part-time staff, students, research assistants, and non-University employees are NOT eligible to receive a Departmental Card.

Commodity Use Only Profile: Issued only to University Employees responsible for making purchases on behalf of their departments or program. It requires the Cardholder to understand the Commodity Card rules and regulations and to provide documentation for all transactions. As part of the Cardholder application and training process, the Cardholder will be advised of all rights and responsibilities, including the penalties for misuse of the card.

Travel Use Only Profile: Issued only to University Employees responsible for making travel arrangements for their departments or program. It requires the Cardholder to understand the University Travel Policy and Procedures and the Departmental Travel Card rules and regulations. They are required to provide documentation for all transactions. As part of the Cardholder application and training process, the Cardholder will be advised of all rights and responsibilities, including the penalties for misuse of the card.

Dual Use Profile: Issued to University Employees responsible for making commodity purchases and travel arrangements for their department and/or program.

3.2 How to Apply for a Card

Eligible University staff may apply for a Departmental Card by completing the Departmental Card Application, which is located on the Office of the Controller's Website. The Cardholder Applicant must complete and sign this form and submit it to their Business Unit Approver for their approval. The completed and approved Departmental Card Application is then forwarded to the Credit Card Solutions Team, Office of the Controller, Modesto A. Maidique Campus, CSC 438 or it can be faxed to 305-348-1623 for processing.

As part of the application process, each Cardholder must justify the need for the Departmental Card.

All applications must have the name of a Departmental Card Main Approver and a Back-up Approver who will review the Cardholder’s transactions for compliance to the Departmental Card Guidelines, reconcile the transactions to the funding source and maintain the Departmental Card transaction files for each Cardholder for audit and/or review purposes. These individuals should demonstrate the ability and willingness to follow the University’s policies and procedures, be able to question the Cardholder’s transactions and have access to the PantherSoft Financials System.
A Departmental Card Main Approver and the Back-up may be assigned to one or more Cardholders, and cannot report to the Cardholder, directly or indirectly (subordinate).

3.3 Training

All Departmental Card Cardholders and Approvers must attend a training session on the guidelines and procedures associated with the Card Program. This training session is approximately 1-2 hours. The Approvers will participate in the same training as the Cardholder in order to receive training in the responsibilities and processing of the Departmental Card transactions in the PantherSoft Financials system.

Cardholders must submit a completed Departmental Cardholder Application for review and approval by the Credit Card Solutions Administrator. Once approved, the Cardholder Applicant will be contacted by e-mail with information regarding future Departmental Card training sessions. The list of future training sessions can be found on the Financial Systems and Support Services webpage under the Office of the Controller website. The Cardholder applicant can sign up for the training session using the FIU Registration Website under the Financial Systems and Support Services webpage.

Approvers must submit the Departmental Card Approver Application to the Credit Card Solutions Administrator. Once received, they will be notified by e-mail about the training schedule. Both the Main Approver and the Back-up Approver must attend training in order to gain access to approve charges. If the Main Approver or the Back-up Approver has previously attended a training session, they are not required to attend another session; however, they are strongly encouraged to attend the training if it has been more than a year since they last attended training.

A Departmental Card will be ordered once the following have been completed:

- The Departmental Cardholder Application has been completed.
- The Cardholder Agreement has been initialed and signed by the Cardholder Applicant.
- The Cardholder Applicant has attended the required training session.
- The Main and Back-up Approvers have attended the required Approver training session.

Once the Departmental Card has been ordered, it will arrive to the Cardholder’s campus address within 7-10 business days from the date it was ordered. If the Cardholder has not received their new card, the Cardholder is responsible for contacting a member of the Credit Card Solutions Team to inquire about the status of the card. The Credit Card Solutions Team will contact the Bank issuer to resolve the issue.

3.4 Personal Credit

FIU neither evaluates nor considers an employee’s personal credit when a request for a Departmental Card is made. The Cardholder’s personal information (social security number, home mailing address and phone number) will not be made available to JP Morgan Chase.
Transactions placed on the Departmental Card will not affect the Cardholder’s personal credit history.

For bank security purposes, you personal identification is the number 99 followed by your Panther ID#. You will be asked to verify this when activating their cards or when calling into the customer service line.

3.5 Renewal Cards
The Departmental Card will be issued to the Cardholder for a period of three (3) years. Approximately one month prior to the Departmental Card’s expiration date, the Bank will mail a new card to the Cardholder at the campus address on file. It is therefore important to notify the Credit Card Solutions Team when the Cardholder changes departments or relocates to another campus location. Any location or transfer information notification should be done by completing a Departmental Cardholder Application and selecting Update Cardholder Info on the Action Requested section. The new card will be mailed to the University address on file for the Cardholder.

3.6 Adding/Removing Approvers from a Cardholder Profile
To add or remove established Approvers and/or Reconcilers from a Cardholder profile, the Cardholder must submit a Departmental Cardholder Approver/Reconciler Request Form to the credit Card Solutions Team.

3.7 Tax Exemption
All transactions made within the State of Florida or that are shipped to the University directly are exempt from the State of Florida Sales and Use tax. A copy of the University’s Certificate of Exemption is available under the Controller’s Website.

If the Cardholder is placing an order and they are physically in a location outside of the State of Florida, then they may be charged that State’s sales tax or any other applicable taxes from other countries. Any Federal or local taxes may not be exempt. The Cardholder should always inform the vendor that the purchase is tax-exempt before the transaction is completed. A copy of the tax exempt certificate should be presented to the vendor when placing an order in person or the certificate can be faxed or e-mailed to the vendor.

If the vendor will not deduct the sales tax or will not honor the Florida Tax Exemption without additional paperwork, the Cardholder may continue with the purchase, but should note on the receipt that they requested that the sales tax not be charged and that the vendor refused. This notation documents that an attempt was made not to have the sales tax charged.

3.8 Exemptions
There will be times when this manual does not provide specific guidance for a situation a Cardholder or traveler may encounter. The traveler’s Budget Administrator and supervisor may determine proper guidance for that situation as long as such guidance is consistent with the
prevailing principles that no unnecessary cost is to be charged to a University budget, the expenses are reasonable, and the guidance does not contradict any provision within this manual. Cardholders should request an exception to the Departmental Card Procedures by contacting the Credit Card Solutions Administrator.

The Credit Card Solutions Administrator or their designee has authority to grant exceptions or to waive restrictions for use of the Departmental Card.

3.9 Restricted/Blocked Merchant Categories

The merchant code is assigned by VISA and identifies the type of business. The University has blocked access to certain merchant categories which might generally be considered inappropriate purchases.

If a Cardholder attempts to place an order with one of these blocked merchant categories, the transaction will be declined. Under certain circumstances, this restriction may be waived by the Credit Card Solutions Administrator or their designee by completing and submitting a Temporary Account Maintenance Request form.

The following table represents merchant categories have been blocked as part of the Departmental Card Program:

| All Entertainment Providers (except for Motion Picture-Video Tape Production/Distribution) | Financial Institutions, ATMs, Insurance Sales, Real Estate Agents, Payment Service Providers, Money Transfers, Merchant Payment |
| Savings Bonds | Sporting & Recreational Camps |
| Trailer Parks & Campgrounds | Beauty Shops |
| Shoe Repair | Health & Beauty Spas |
| Dating & Escort Services | Funeral Services |
| Counseling Services | Tax Preparation Services |
| Massage Parlors | Babysitting Services |
| Child Care Services | Political & Religious Organizations / Religious Good Stores |
| Accounting Auditing & Bookkeeping Services | Government Services - Court Costs & Fines |
| Bail & Bond Payments | Intra-Government Purchases |
| Government Loan Payments | Florist Supplies, Nursery Stock & Flowers |
| Florists | Freezer Locker Meat Providers |
| Duty Free Stores | Wig & Toupee Shops |
| Candy, Nut & Confectionary Stores | Cigar Stores & Stands |
| Drinking Places - Bars, Taverns, Night Clubs, Lounges, Discos | Package Stores, Beer, Wine & Liquor Stores |
| Used Merchandise Stores | Antique Shops - Sales, Repairs & Restoration Services |
| Pawn Shops | Wrecking & Salvage Yards |
| Antique Reproduction Stores | Jewelry - Watches, Clocks & Silverware Stores |
| Gift Card, Novelty, and Souvenir Shops | Luggage & Leather Goods Stores |
| Art Dealers & Galleries | Telecommunication Equipment & Services |
3.10 Rejected Transactions and Declines

If the Departmental Card is rejected, call the toll-free number 1-800-270-7760 on the back of the card to request a reason for the rejection. The Bank will not be able to fix any problems resulting from a rejected transaction and they will direct the Cardholder to contact the Credit Card Solutions Team. You may also log into the PaymentNet system to view declines.

The most common reasons that a transaction is rejected include:

- Exceeding the single or monthly transaction limits.
- The merchant falls under a restricted merchant category code. Certain vendor types have been restricted from use by the Cardholders due to the type of items or services being sold (refer to section 3.9 of this manual).
- There is no record of the decline which indicates that there is a problem with the data connection between the merchant and the Card Issuer.

3.11 Splitting Transactions

A Cardholder should never ask a merchant to split a charge into two or more charges to circumvent their card limits. If a charge exceeds the single or monthly card limits, the Cardholder should submit a Temporary Maintenance Request form to the Credit Card Solutions Team.

This rule applies to all funding sources.

3.12 Lost, Stolen or Misplaced Departmental Cards

If a Cardholder loses a Departmental Card, or if it is stolen or misplaced, the Cardholder should notify JP Morgan Chase immediately by calling the toll-free number 1-800-270-7760. The Cardholder should be prepared to provide the following information to the Bank representative: the Departmental Card number, Campus address and telephone number and a brief summary of what happened.

Lost or stolen cards reported by telephone are cancelled immediately. A replacement card will be issued and mailed to the Cardholder’s Campus address within seven to ten working days after being reported.

The Cardholder and Approver should closely monitor all transactions posted in FIU Financials and dispute charges that appear to be fraudulent.

The Cardholder will be liable for all charges incurred if a fraudulent transaction is not disputed within 5 days following the end of the billing cycle in which the disputed transaction occurred. You should also notify the Credit Card Solutions Administrator as soon as possible to confirm that the card has been cancelled.

3.13 Fraudulent or Unauthorized Transactions

These are transactions which appear on the Cardholder’s account as the result of the Departmental Card information being acquired and orders being placed without the Cardholder’s knowledge. Once the Cardholder is aware of these charges, they must notify JP Morgan Chase Customer Service Department at 1-800-270-7760 to inform them that their Card has been compromised. The Bank will issue credits for all charges that the Cardholder identifies as being a fraudulent transaction.
It is very important for the Cardholder and their Approver to review all transactions in a timely manner and to notify the Bank as soon as they become aware of these types of transactions.

**The Cardholder will be liable for all charges incurred if a fraudulent transaction is not disputed within 5 days following the end of the billing cycle in which the disputed transaction occurred.**

When the Bank is notified that a Departmental Card has been compromised, the Card will be cancelled and a new Departmental Card will be sent to the Cardholder’s Campus address within seven to ten working days. It is very important that the Cardholder confirms their mailing address when contacting the Bank to ensure that the new Departmental Card is sent to the correct address.

### 3.14 Contact with the Card Issuer’s Fraud Department

JP Morgan Chase continuously reviews Cardholder transactions to spot potential fraudulent use of the Departmental Card. These may be multiple uses of the card for Internet purchases or repetitive purchases from an unusual source or several one dollar transactions. In these instances, a representative from the JP Morgan Chase’s Fraud Department will attempt to contact the Cardholder about any suspicious charge and until they are able to speak to the Cardholder or to the Credit Card Solutions Administrator, the Departmental Card will be placed on hold.

When contacted by the Fraud Department, the individual calling will identify themselves as a bank representative and will state that they are calling regarding the Departmental Card account and will provide the last four digits of the Departmental Card account number.

The Cardholder will be questioned about the charges, and if the transactions were placed by the Cardholder, the transactions will be authorized by the Bank and the hold on the Departmental Card will be removed. If the Cardholder has no knowledge of the transactions, then the Bank will begin the process of cancelling the Departmental Card. The Bank will send a new Departmental Card directly to the Cardholder and issue credits for all of the fraudulent transactions.

When a new Departmental Card is issued under these circumstances, the new Departmental Card will be sent to the Cardholder’s Campus address. The Bank will mail or fax a report on the charges identified as fraudulent and the Cardholder will be required to sign the report and return it to the Bank’s Fraud Department.

### 3.15 Disputing a Transaction

The Cardholder should attempt to resolve any disputes or billing errors directly with the vendor. In most cases, the vendor will issue a credit to the Departmental Card account. If an agreement cannot be reached with the vendor, the Cardholder should complete the formal dispute process in the PaymentNet System. *For detailed instructions on this process, please see page 44 of this manual.*

**Formal disputes must be done within 5 days of the billing close date in order to be accepted by the JP Morgan Chase.** Most Departmental Card issues can be resolved using this process. If you are unable to obtain an acceptable resolution, the Cardholder or their Approver should contact a member of the Credit Card Solutions Team.
All disputed transactions must be expensed in the PantherSoft Financials System even if the credit has not been received. When the credit is received, it should be expensed to the same accounting (Account # and Activity nbr or Project ID #) as the original transaction when it is posted in the PantherSoft Financials System.

Since all transactions must be expensed in the PantherSoft Financials System prior to the close of the month, it is in the Cardholder’s best interest to file the Statement of Disputed Transactions form as quickly as possible to ensure that credits are posted back to the Cardholder’s Departmental Card.
3.16 Purchasing Best Practices

Purchases may be made from any vendor that accepts VISA unless the type of business falls under one of the business categories that are blocked from usage. When making the decision on where to purchase, the Cardholder must keep in mind the following:

- **Items that are available on State and University contracts** should be purchased from the vendors listed on the contracts. Pricing under these contracts should reflect the best price available. A list of these contracts can be found on the Purchasing Services E-Mall under Contracts or under Business Services.

- Cardholders are encouraged to use certified State of Florida minority vendors, RESPECT (commodities made by blind or other physically challenged), PRIDE of Florida (commodities made by prisoners), and purchase commodities that are made of recycled material or content. These contracts are listed on the Purchasing Services Website under Contracts.

The Cardholder may order materials or services as required to support their department or areas, except for those items and services that are listed as Restricted Purchases under this program. The Cardholder may contact one or more vendors to request a price quote that includes freight or other costs to ensure that they receive the best price. No formal documentation needs to be submitted to the vendor when placing an order.

When ordering, the Cardholder must give the vendor detailed delivery instructions for the materials or services, which should include their name, department and complete shipping address. Items should be shipped to the Cardholder’s Campus address, but items may be shipped to another FIU business address if required. This information should be clearly marked on the outside of all packages.

**Materials must NOT be shipped to the Cardholder’s home address or to the University’s Receiving Department.**

The Cardholder should inform the vendor that they are not authorized to charge the Departmental Card until they have shipped the items ordered or provided the service. Any item(s) back ordered must not be charge to the Departmental Card until they are shipped.

If assistance is needed with a purchase, the Cardholder should contact the Credit Card Solutions Team before placing the order. The Cardholder should obtain the best price for the items or services that are being purchased and to spend wisely.
3.17 Internet Purchases

The Departmental Card may be used for making purchases through the Internet. The Cardholder must protect their card information. When using the web for purchases, the Cardholder should:

- Use good judgment. Do not use your Departmental Card if you would not use your own personal credit card at the Internet site.
- Always select vendors who have secure Internet sites. Look for the closed lock symbol usually found in the lower right hand portion of the screen or a site address/URL that starts with “https://”.
- Before completing the transaction, the Cardholder should make a print screen of the information or use the confirmation email as this will serve as your receipt/invoice. This document should be submitted to the Cardholder’s Approver as documentation of the transaction.

3.18 Required Documentation

Receipt/Invoice Requirements

Receipts/invoices are a critical part of the Departmental Card Program as it documents the transaction information. Accurate and detailed records of Departmental Card purchases allows the Credit Card Solutions Accountants, FIU and State auditors to verify and audit Cardholder purchases for compliance with University, State and Federal policy, statutes, rules and regulations. All receipts/invoices must contain the following information:

- Vendor Name and Address
- Date of Purchase and/or Date of Good Received
- Description of each item purchased
- Unit Cost of each item purchased
- Total Cost of the purchase charged to the Departmental Card

Receipts may be a cash register receipt, fax confirmation, E-mail, completed Web order form, completed mail order form or a company invoice.

All of the information on the receipt must be clear and legible.
Upon delivery of the order and a receipt/invoice is received, the Cardholder will verify:

- If the receipt does not clearly indicate the purpose of the purchase, then documentation should be attached to state the reason for the purchase.
- By submitting the receipts to the Approver, the Cardholder is acknowledging the goods or services were received and the charges comply with university policies and procedures. They are also authorizing the Approver to expense the transaction in the PantherSoft Financials System, and that the transaction provides a benefit to the University.
- All original receipts must be submitted to the Cardholder’s Approver, if possible, within three (3) days after receipt of items or services.
- If the Cardholder’s receipts are incomplete, and/or the Departmental Card transactions are not approved in a timely manner, this is considered misuse of the Departmental Card and the privileges may be cancelled.

Individual departments are encouraged to establish their own procedures in order to ensure effective control over their credit card usage.

**Bank Statements**
The Cardholder will receive a Departmental Card statement from the financial institution by the 10th of each month, reflecting all transactions made during the billing cycle. The statement should be reviewed by the Cardholder for accuracy of all transactions authorized. The original or a copy of the Bank Statement must be submitted by Cardholder to the Departmental Card Approver for reconciliation against transaction documents previously filed by the Cardholder. An electronic .pdf copy of the statement may be obtained from the PaymentNet system. For detailed instructions on this process, please see page 42 of this manual.

**Missing Receipts**
If the Cardholder loses the receipt or invoice for a transaction, the Cardholder should attempt to obtain a copy of the receipt from the vendor. If the receipt or invoice cannot be obtained through other means, then the Cardholder must complete and submit to their Card Approver a Replacement Receipt Form, located at the Office of the Controller’s Website.

This Replacement Receipt Form must contain a detailed description and pricing of all items received and it must be signed by the Cardholder’s supervisor.

The continued use of the Replacement Receipt Form will not be acceptable.

Submission of more than three (3) Replacement Receipts during a billing period will be seen as misuse under the Departmental Card Program and should be reported to the Credit Card Solutions Team by the Approver via email.
3.19 Record Retention
All of the Departmental Card files should be maintained by the Departmental Card Reconciler or Approver in an orderly manner. This documentation should include all original invoices, copies of the bank statement and other documents that are required to support the transaction for each Cardholder for a period of five (5) fiscal years for audit purposes.

4. Commodity Specific Purchases

4.1 Allowable Purchases
The following is a list of categories that are considered ACCEPTABLE purchases under the Departmental Card Program. This list is provided to serve as reference to the types of items that CAN be purchased with the Departmental Card and is in no way a complete list of the types of items or services that may be purchased.

<table>
<thead>
<tr>
<th>Advertising</th>
<th>Lab/Research Supplies (excludes purchases of hazardous materials [biohazard, radioactive materials and chemicals, controlled substances including drugs, alcohol and tobacco]). Please contact Environmental Health and Safety for additional guidance on hazardous materials, chemicals and substances.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art Supplies</td>
<td>Maintenance Supplies</td>
</tr>
<tr>
<td>Audio &amp; Video Equipment (cost &lt; $1,000) and Videos</td>
<td>Minor Equipment (cost &lt; $1,000)</td>
</tr>
<tr>
<td>Batteries</td>
<td>Office Supplies / Paper / Materials (<a href="#">FIU has a contract with OfficeMax</a>)</td>
</tr>
<tr>
<td>Books and Publications</td>
<td>Duplicating Services</td>
</tr>
<tr>
<td>Car Rental for Local Travel Only</td>
<td>Photographic Supplies and Paper</td>
</tr>
<tr>
<td>Computer Supplies &amp; Parts</td>
<td>Printing Services</td>
</tr>
<tr>
<td>Courier Services</td>
<td>Subscriptions (Journals, Magazines)</td>
</tr>
<tr>
<td>Delivery Services (<a href="#">FIU has a contract with FedEx</a>)</td>
<td>Toner Cartridges</td>
</tr>
<tr>
<td>Educational Materials &amp; Supplies</td>
<td>Tools (cost &lt; $1,000)</td>
</tr>
<tr>
<td>Electrical Supplies</td>
<td>University Bookstore Purchases</td>
</tr>
<tr>
<td>First Aid Supplies &amp; Replenishment</td>
<td>Food/Food Products - Refer to &quot;Food Purchases&quot; section for conditions</td>
</tr>
</tbody>
</table>

4.2 Purchasing Computers

The Purchase of computers, laptops and tablet computers (i.e. iPad, Xoom, and Galaxy), e-Readers (i.e. Kindle, Nook) and MP3 Players (i.e. iPods) are not allowed with the Departmental Card.

These items must be purchased on a purchase requisition through Purchasing Services.
3G service fees for tablet computers cannot be purchased with the Departmental Card. These purchases must be made in accordance with the University Cellular Phone Allowance Policy.

In the case of emergency purchases, please contact the buyer in Purchasing Services at 305-348-2161 for additional assistance in making your purchase.

4.3 Purchase of Software

The Departmental Card (Commodity/Dual Use) can be used to purchase software with per unit cost of $1,000 or less under the following conditions:

1. The software is not available for purchase through UTS
2. The Software is not installed on the Network
3. Procedure is followed for “click through” agreements

If the software has a “click through” agreement for terms and conditions, you will have to send an email to your merchant, informing them that you are not an authorized signatory for FIU and do not have the authority to enter into agreements on behalf of the University. As such, the university is not bound to the terms and conditions in the click through.

You should then include a copy of your “disclaimer” email sent to the merchant with the backup documentation for this purchase.

Please note, you are not required to receive a validation back from the vendor in order to proceed with the purchase if we allow if.

4.4 Purchase of Attractive Property

Although items such as printers, cameras, scanners and other “attractive property” valued under $5,000 may not be tagged or inventoried annually, your department should make every effort to safeguard this property.

“Attractive/sensitive assets” are tangible personal property that cost less than $5,000 and can be characterized as "walk away" items. These items are prone to theft because they are either not secured, are easily portable, contain new technology and/or they are adaptable for personal use.

Any property item included on the United States Munitions List (USML) that costs less than $5,000 will be considered an attractive/sensitive asset.

Examples of attractive/sensitive items include:

<table>
<thead>
<tr>
<th>Audiovisual equipment</th>
<th>Televisions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Projectors</td>
<td>Communication Equipment</td>
</tr>
<tr>
<td>Cellular Phones</td>
<td>Data Processing Equipment</td>
</tr>
<tr>
<td>Laptops</td>
<td>Computer peripherals</td>
</tr>
<tr>
<td>Scanners</td>
<td>Cameras</td>
</tr>
<tr>
<td>Digital Cameras</td>
<td>Lab equipment</td>
</tr>
</tbody>
</table>
4.5 Purchase of Food

The use of the Departmental Card for food purchases must be authorized in advance by obtaining an [Authorization to Purchase Food form](#), which is located at the Office of the Controller’s Website.

**This form must be completed prior to making any food purchases.** This authorization form will allow the Cardholder to make food purchases as long as they are located in the same department and they are a Cardholder.

The purchase of food is restricted to only those FIU funds which allow for food purchases and all such purchases must benefit the University. E&G funds may NOT be used for this purpose. The only exception to this rule would be for the purchase of food items that are considered lab supplies (i.e. food items used as part of an experiment or that are used to feed lab animals). Funding for these purchases may be from Auxiliary, Agency, Concession or Grant funds.

The Departmental Card can be used to purchase or pay for food, food items and restaurant meals under the following conditions:

- Fees must be collected from the specific workshop, seminar or conference participants for which the food/food items are to be purchased;
- The contract or grant terms must specifically spell out that it is permissible to purchase food and food items utilizing the funding for these projects;
- The event must be 100% student-sponsored functions, such as dorm parties or club functions, in which students activity fees are used to purchase food, food items or to have meals delivered;
- Use of authorized FIU Concessions or Agency accounts. These funds are allocated for official University programs and may include meals for University staff. These types of transactions will require approval of the Business Unit Approver or designee on file with the Credit Card Solutions Team.
- Food/Food items or restaurant meals must be purchased under established guidelines for teams.
- Food/Food items for use in instructional or research classes or programs.

4.6 Non-Allowable Purchases, Cash Advances and Credits

- No personal purchases are allowed, under any circumstances. This includes items that are for decorative purposes, personal meals, parties or party supplies, coffee mugs, coffee makers & supplies, plants, portable heaters, or purchases that are not for official University business purposes.
- No cash advances are allowed on the card.
- Cash rebates are not to be accepted by the Cardholder from the vendor.
- All credits must be issued against the Departmental card.
- No travel expenses (hotel, airfare, car rentals, etc.) are allowed on a Commodity Use Only Card.
Additionally, the following types of items may not be purchased with the Departmental Card (Commodity Use), unless authorized by the Credit Card Solutions Administrator:

<table>
<thead>
<tr>
<th>Non-Allowable Purchases</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Purifying Respirators</td>
</tr>
<tr>
<td>Alcoholic Beverages</td>
</tr>
<tr>
<td>All Hazardous Materials &amp; Chemicals (including dry ice)</td>
</tr>
<tr>
<td>Any items prohibited by F.I.U Regulation or Policy</td>
</tr>
<tr>
<td>Any items prohibited by State Law</td>
</tr>
<tr>
<td>Auto Recurring payments</td>
</tr>
<tr>
<td>Bench Top Fume Collection Cabinets</td>
</tr>
<tr>
<td>Biological Safety Cabinets</td>
</tr>
<tr>
<td>Boilers &amp; Pressure Vessels</td>
</tr>
<tr>
<td>Cash Advances</td>
</tr>
<tr>
<td>Cell Phones</td>
</tr>
<tr>
<td>Cell Phone Services / Parts / Accessories</td>
</tr>
<tr>
<td>Cleaning of Kitchen Exhaust Systems</td>
</tr>
<tr>
<td>Computers</td>
</tr>
<tr>
<td>Construction or Remodeling</td>
</tr>
<tr>
<td>Contractual Services (or signing the agreement to any terms and conditions)</td>
</tr>
<tr>
<td>Controlled Substances</td>
</tr>
<tr>
<td>Decorative Items (Personal)</td>
</tr>
<tr>
<td>Explosives &amp; Fireworks</td>
</tr>
<tr>
<td>Eyewash Stations &amp; Safety Showers</td>
</tr>
<tr>
<td>Fines / Late Fees / Penalties</td>
</tr>
<tr>
<td>Fire Suppression Systems</td>
</tr>
<tr>
<td>Fume Hoods</td>
</tr>
<tr>
<td>Gas Chromatographs</td>
</tr>
<tr>
<td>Gift Cards</td>
</tr>
<tr>
<td>Flowers &amp; Balloon Arrangements (for individual recognition)</td>
</tr>
<tr>
<td>Promotional Items (if not paid from student fees or grant funds)</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

### 4.7 Purchasing OCO

The purchase of capital equipment is not allowed with the Departmental Card (Commodity Use). This is equipment which is tangible, movable, personal property of a non-consumable, non-expendable nature, with a value of $5,000 or more and which has a normal expected life of one year or more. The Cardholder should not split the cost of any OCO item in order to avoid this limit. This applies to all funding sources.
5. **Travel Specific Purchases**

5.1 **Introduction to Travel Use**

The Departmental Card (Travel Use) is to be used for travel related expenses and is issued in the name of a University staff member in a department or area who will become the Departmental Travel Liaison.

This individual should be responsible for the processing of all travel related documentation including the filing of Travel Authorization Forms and Expense Reports, making airline and hotel reservations and processing the payment for all registration fees. This individual will be responsible for adherence to the University Travel Policy and Procedures when using the Departmental Card (Travel Use).

The Departmental Card (Travel Use) may also be issued to an individual faculty or staff member that will be traveling with students and will be responsible for making the travel arrangements for these groups.

5.2 **Role of the Departmental Cardholder (Travel Use)**

The Departmental Cardholder (Travel/Dual Use) acts as the Travel Liaison for their unit, responsible for making all travel arrangements for individual and/or group travel including:

- Students or Student Group traveling on University Business
- University staff who do not have a Travel & Entertainment Card
- Non-University employees (including candidates for a position, speakers, guest lecturers and other individuals authorized by the University)
- Advance Travel transactions for T&E Cardholders (ie Airfare and Registration Fee)

5.3 **Travel Authorizations**

Prior to making any travel arrangements for University staff, students or non-employees, a Travel Authorization must be created and approved.

For instructions on the Travel Authorization preparation, refer to the Travel Department Policy and Procedures.

**All individuals traveling on University business must comply with the University’s Travel Policies and Procedures.**

5.4 **Allowable Purchases**

The requirements for the following allowable travel expenses and restrictions will apply to University staff, students, and non-employees traveling for the University.

Travel Arrangements for non-employees must follow the same procedures and restrictions as University staff when using the Departmental Card (Dual/Travel Use) for their travel transactions.
Allowable travel expenses include:

- **Airfare (Domestic and Foreign):** Airfare may be ordered through an on-line travel website (Travelocity, Expedia, etc.), directly through the airline website or a travel agency. The Cardholder should select coach/economy class airline travel.

- **Registration Fees (Domestic and Foreign):** Fees for workshops, conferences, seminars and conventions may be paid with the Departmental Card (Dual/Travel Use). The Cardholder must include the registration form and/or conference brochure stating the amount of the registration fee and what is included (meals, lodging, etc.) as part of the documentation for the transaction. A copy of the conference, convention, workshop, and seminar or meeting agenda must be submitted with the Expense Report.

- **Car Rental:** Car rentals can be made by the traveler by using their T&E Card, a personal credit card or the traveler may request a cash advance.

The University will allow travelers the rental of a compact car or the most economical class available for rental if a compact car is not available. With supervisory approval prior to the travel taking place, the University will allow travelers the rental of a larger size car when:

- The automobile is shared with other travelers, resulting in a savings to the University;
- The circumstances would necessitate a larger size vehicle, such as a physical or medical condition, extra equipment or baggage; or
- The nature of the travel is such that it would be reasonable to expect additional passengers, such as travel for development and fundraising purposes.

The State of Florida has a contract with AVIS Corporation and should be the rental agency of first choice. To make a reservation, please call (800) 338-8211 or visit AVIS.com and indicate the contract # AWD #A113400. The pricing for the car rentals can be found at the following website:


The rates offered through this contract include bodily injury and property damage insurance coverage and collision damage and/or loss of the vehicle is the responsibility of AVIS. The renter will not be required to accept additional Collision Damage insurance. The driver will be required to return the vehicle fully fuel or a refueling service charge will be added to the final bill. If payment is made by using a personal credit card or cash, the Florida sales tax will not be waived and a surcharge of $2 per day will be included in the cost of the rental.

All car rentals must include collision damage insurance. No additional insurances will be paid by the University. Rates should exclude State of Florida sales tax (sales tax in other states will apply).
The FIU Departmental Card (Dual/Travel Use) may only be used when the cardholder is traveling with a team/group or when facilitating 3rd party car rental arrangements for another authorized traveler.

- **Car Rental (Setting up 3rd Party Payments with Avis):** To set up 3rd party car rental arrangements (Dual/Travel Use), the Cardholder will be required to establish a “Global Electronic Billing” account. Cardholders will:
  2. Complete the [Card Issuing Institution Instruction form](#).

Submit both completed forms via email to sharon.mccarty@avisbudget.com or fax via fax to the attention of Sharon McCarty at 303-824-3090.

- **Hotel (Domestic and Foreign):** When making a reservation for a hotel room, the Cardholder should contact the hotel’s business office to verify that they will accept a third party charge for the room cost. This means that the traveler or the group leader will not present the credit card to be charged when they check in, but the cost of the room(s) will be charged to the Departmental Card (Dual/Travel Use) that will be on file with the hotel for this transaction. The Cardholder should inform the hotel that their card should be charged the cost of the room plus sales tax (only if the hotel is outside the State of Florida) and additional costs may be included such as internet or phone transactions. Hotel rates for stays within the State of Florida are exempt from Florida State sales tax and a copy of the University's tax exempt form must be faxed or e-mailed to the hotel. Any other special taxes or fees or another State’s sales tax can be paid on the Departmental Card (Dual/Travel Use).

To confirm this agreement with the hotel, the Cardholder should use the [Vendor Agreement for Hotel Services](#) Form. This form should be completed, signed by the Cardholder and faxed to the hotel representative for their signature. When signed by the hotel representative, it should be faxed back to the Cardholder. A copy of the signed form should be provided to the traveler or the group leader to present when they check into the hotel.

The form should be retained by the Cardholder and included as supporting documentation for the travel.

The Departmental Cardholder/Travel Liaison should instruct the traveler or group leader that any additional charges to the room such as room service, mini bar, meals, movie rentals, personal phone calls or any other personal services will not be authorized on the Departmental Card (Dual/Travel Use) and must be paid by the traveler when they check out.

It will be the traveler or the group leader’s responsibility to present the paid hotel folio to the Cardholder upon their return to the University.
For additional information regarding hotel room rates, refer to the Travel Department Policy and Procedures.

5.4 Restricted Travel Expenses
The following travel expenses should not be charged to the Departmental Card (Dual/Travel Use):
- Hotel Expenses (movies, mini-bar, room service, personal phone calls & other personal services)
- Business Airfare combined with personal travel
- Individual or Group Meals
- Car Rental for other than compact cars (unless traveling with a group)
- Additional airfare or car rental insurance coverage

5.5 Cardholders Responsibility for Unauthorized Transactions
The Department Cardholder (Dual/Travel Use) will be responsible for resolving any transactions that are not authorized or not allowed under the guidelines and procedures for the Departmental Card (Dual/Travel Use). When an unauthorized transaction(s) is identified, the Cardholder should resolve these charges by one of the following methods:

- Contact the traveler (employee or non-employee) to request that they reimburse the University with a check in the amount of the unauthorized transaction(s);
- Contact the hotel, car rental agency or the provider of the travel services and request a credit to the Departmental Card (Dual/Travel Use) for the unauthorized charge;
- If the Cardholder has documentation where the hotel, car rental agency or other travel provider agreed not to allow these charges, then the Cardholder can file a Disputed with the JP Morgan Chase through PaymentNet. (Refer to the Disputed Charges Section of this manual).

If the Cardholder receives a check or cash from a traveler for the unauthorized transactions, they must submit it to the Bursar’s Office for deposit. These documents should also be submitted with the receipts and the Expense Report, which will then be faxed to the Imaging System at 305-348-1355 as part of the review by the Travel Department. Copies of the check and the Bursar’s deposit receipt must be included with the original receipts in the Cardholder’s file held in the department.

5.6 Non-Employee and Student Travel
Prior to making any travel arrangements, a Travel Authorization must be created for the non-employee (includes candidates, speakers, guest lecturers and other non-employees authorized to travel for the University), individual students and Graduate Assistants and Adjuncts who are not “Active” in the HR Payroll system. The Cardholder will create a Travel Authorization under their Panther ID#, rather than requesting a new Panther ID# for the non-employee or by utilizing the Student’s Panther ID (at the current time, Student Panther IDs are not active in the Financial System). On the Travel Authorization form, indicate on the purpose line the traveler’s name and reason for the travel (ex. Speaker for Graduation Ceremony, Candidate for Position title and Job Number or the Student’s Panther ID#). Once the TA is in an approved status, the travel arrangements can be made by the Cardholder for these individuals.
When expensing these transactions in the PantherSoft Financials System, the same information included on the TA should be included in the comment field and the full TA# should be listed on the description line. All travel transactions paid with the Departmental Card (Dual/Travel Use) for non-employees must comply with the University’s Travel Policy and Procedures.

An Expense Report must also be created at the completion of the trip, which will include all expenses paid with the Departmental Card (Dual/Travel Use) to be marked as “Non-Reimbursable”. The Expense Report will include any additional reimbursed expenses and will be processed in accordance with the Travel Department procedures.

5.7 Group Student travel
To create the Travel Authorization for Student Group Travel when accompanied by a faculty or staff member, the TA should be created under the Panther ID# of the faculty or staff member. The student names and Panther ID#s should be listed in the comment section of the TA. All travel transactions paid with the Departmental Card (Dual/Travel Use) for the students and the staff must comply with the University’s Travel Policy and Procedures. When the Expense Report is created, it will be processed in accordance with the Travel Department Procedures.

5.8 Cancellation of travel
When travel arrangements must be cancelled, the Cardholder should notify the hotel to cancel the reservations as soon as possible to avoid being charged a cancellation fee. Airline ticket cancellations should be done according to the policies of the company where the tickets were purchased from. Airline tickets may not be fully refunded or a partial credit may only be available to the ticket holder for use at a later date. Car rentals must be cancelled as soon as possible. The Cardholder must also contact the organization to cancel any registration and to arrange for a credit to be issued against the original card charged for the cost of the registration fee.

An expense report must be completed to record all charges incurred on the cancelled trip (refer to The FIU Travel and Other Expenses Manual).

5.9 Travel Expense Reports-Fax Imaging
Upon completion of the travel, an Expense Report must be created listing all travel-related expenses including all charges to the Departmental Card (Dual/Travel Use). Once the Expense Report is completed, a copy must be printed and used as the cover sheet to be faxed with all of the receipts and supporting documents to a fax imaging system at 305-348-1355.

All of the travel related documents will be scanned and included as on-line documentation for the travel and will be available for review by the Travel Department as part of the audit process. Before faxing any documents, the Cardholder must mark out any bar coding on the receipts using a black marker or pen, or fold over the edges to ensure that the documents are scanned properly. The Cardholder must indicate on all receipts which card was used to pay for the transaction (ex. “Departmental Card”, “T&E Card”, or “personal credit card”).
The first seven digits of any full credit card reflected on a receipt should be blacked out prior to submission.

6. Sanctions for Failure to Comply with Program Guidelines
Sanctions provide a framework to address program violations. Non-adherence to these guidelines will result in a notification of infraction, revocation of individual Cardholder privileges or permanent revocation of the card. Serious infractions could result in disciplinary action which may include termination, criminal charges, and/or a combination of all.

The Departmental Card must never be used to purchase items for personal use or for non-University purposes even if the Cardholder intends to reimburse the University. If it is found that a transaction was not for University business, the Cardholder will be required to reimburse FIU for the full amount of any inappropriate transaction. If the reimbursement does not occur, this amount may be deducted from the Cardholder’s salary via payroll deduction.

Personal use of the Departmental Card may result in permanent revocation of Cardholder privileges.

Examples of failure to comply with program guidelines include but are not limited to the following:

- Failure to properly secure the Departmental Card from theft or unauthorized use
- Sharing your card or card number to another employee to use
- Failure to maintain documents
- Failure to review card activity
- Incomplete documentation: inclusion of erroneous information, missing information, proper description of purchase, etc.
- Use of the Departmental Card for personal gain
- Falsification of records/documentation
- Purchasing from a restricted vendor or purchase of a restricted item without authorization from the Credit Card Solutions Department
- “Splitting” of purchases to circumvent purchasing card limits
- “Splitting” of purchases to circumvent required bidding requirements
- Failure to provide requested documentation to the Credit Card Solutions Team, Quality Assurance Team or Internal Audit
- Non-compliance with the Departmental Card Procedures or University Purchasing and/or Travel Policy and Procedures
- Delays in approving transactions
- Failing to submit Departmental Card receipts
- Bank Statements, Record Retention and Card Security Issues
- Continued and/or over use of the Replacement Receipt form
- Failure to resolve any unauthorized charges

Should an employee know of fraudulent use of a Departmental Card, they should report such to the Office of Internal Audit.
6.1 **Cardholder**
All alleged infractions will be thoroughly reviewed by The Credit Card Solutions Team. Additional information will be requested from the individual Cardholders and/or the affected departments prior to any enforcement of sanctions.

Depending on the nature of the infraction, the following sanctions will be enforced:

- **Notification of Infraction**
  An email notification outlining infraction(s) will be sent to the Cardholder, and may also include the Approver, Departmental Administration (Supervisor or Business Unit Approver) and Quality Assurance Department, as appropriate.

  The Cardholder will be required to make changes to become compliant. Future infractions of the same nature will result in more severe sanctions.

- **Temporary Suspension of Card**
  Cardholder privileges will be suspended for up to thirty (30) days. Reinstatement of the Cardholder privileges will occur at the end of the suspension period and upon successful completion of:
  - A scheduled Card Training session;
  - A written plan of compliance submitted to and approved by the Credit Card Solutions Administrator that outlines measures to correct infractions.

    Future infractions of the same nature will result in more severe sanctions.

- **Long-Term Suspension of Card**
  Cardholder privileges will be suspended for six (6) months. Reinstatement of the Cardholder privileges will occur at the end of the suspension period and upon successful completion of:
  - A scheduled Card Training session;
  - A written plan of compliance submitted to and approved by the Credit Card Solutions Administrator that outlines measures to correct infractions.

    Future infractions of the same nature will result in permanent revocation of card.

- **Permanent Revocation of Card**
  The Departmental Card will be cancelled and the Cardholder will no longer be eligible to obtain a Departmental Card through the University.

  All enforcement of sanctions will be reported to the Quality Assurance Team in the Office of the Controller and a copy placed in the Cardholder’s permanent file.
6.2 Departmental
Departmental failure to maintain transaction documentation, maintain adequate administrative support personnel required to meet program guidelines and failing to complete the monthly reconciliation process in a timely manner, in addition to other similar departmental infractions could result in suspension of all or some cards for the department.

Suspension will occur only when such failure is repeated and will not normally occur with the first departmental infraction. The suspension will be authorized by the Credit Card Solutions Administrator after consultation with the Associate Controller of Payment Services.

Suspension will be revoked upon retraining of the Departmental Cardholders, Approvers and Reconcilers, and with a written plan of compliance submitted to and approved by the Credit Card Solutions Administrator that outlines measures to correct failures.

7. Fraud Awareness
A public university must be good stewards of public funds. We are charged with ensuring that we use these public funds wisely and get the best value. The Cardholder and Approver play an important role in ensuring that we maintain the public trust in the use of our resources.

7.1 What is the difference between fraud and abuse?
**Fraud** constitutes an act or acts of willful deceit, trickery, intentional perversion of the truth to induce another to part with something of value or to surrender a legal right. Fraud is an illegal act.

**Abuse** behavior that is deficient or improper when compared with behavior that a prudent person would consider a reasonable and necessary business practice given the facts and circumstances. Abuse also includes misuse of authority or position for personal financial interests or those of an immediate or close family member or business associate. Abuse does not necessarily involve fraud, violation of laws, regulations, or provisions of a contract or grant agreement. Nevertheless, it represents a corrupt practice.

<table>
<thead>
<tr>
<th>Examples of Card Abuse</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Appropriate</strong></td>
<td><strong>Inappropriate</strong></td>
</tr>
<tr>
<td>Pens $1</td>
<td>Gold Plated Fountain Pen $ 88</td>
</tr>
<tr>
<td>Fabric Computer Bag $50</td>
<td>Leather Computer Bag $250</td>
</tr>
<tr>
<td>Airline Ticket Coach $250</td>
<td>Airline Ticket First Class $2,000</td>
</tr>
</tbody>
</table>

7.2 Red Flags: Identifying Misuse
During the reconciliation of the account summary, the Reconciler and Approver should be aware of potential fraudulent transactions and alert for any indications of irregularity. The fraud indicators below should be considered during the reconciliation process:
- Unusual vendor names
- Products that appear personal in nature
- Same vendor address and employee address
- One employee continues to purchase from a specific vendor
- Unusual activity for a Cardholder
- Repeated misuse by Cardholder
- Round number purchases
- Transactions with missing receipts or altered documentation
- Sequential or unnumbered receipts
- Duplicate charges
- Purchases made outside of normal department business hours (weekends, holidays)
- Reluctance to provide additional information for a purchase

7.3 Take Action: Ways to Report Fraud and/or Abuse

- Immediately notify his or her supervisor and the Office of the Controller if you suspect fraud or abuse. Additionally, you may also contact the Office of the Internal Audit, the Office of the General Counsel, the University Compliance Office or the Division of Human Resources.
- Report suspected fraud, waste, abuse or other improper behavior anonymously through the University’s ethics and compliance hotline, EthicsPoint, or the State of Florida’s Get Lean hotline.

Contact Information

- **EthicsPoint Hotline**
  www.ethicspoint.com or call 1-888-286-5154
- **University Compliance Office**
  http://compliance.fiu.edu/ethics_comp.htm
- **State of Florida’s Get Lean hotline**
  Call 1-800-GET LEAN

8. Accounting Adjustments for Departmental Card Transactions

To adjust the accounting applied to a Departmental Card after the billing cycle is closed, an approver will request a Journal Voucher Adjustment in the General Ledger from the Credit Card Solutions Accountant. The Approver must submit this request by completing a [Transfer of Departmental Card Charges Form](#).

**Transfers will only be processed within the same Fiscal Year that the expense was charged to the general ledger.**

9. Reconciling Transactions in PantherSoft 9.0

Overview
Departmental Card charges are electronically received by the University from the Bank on a monthly basis and posted to the PantherSoft Financials system. These transactions will be available for the Cardholders and Approvers for review the first business day of the month. The Approver must have receipts or invoices for all Cardholder transactions prior to reconciling the transactions in the PantherSoft Financials system. All transactions in PantherSoft must be reconciled, posted to the Departmental ID and approved within ten (10) business days of loading into the PantherSoft Financials system. **By approving these charges, the approver is certifying that the individual charges have been reviewed with the cardholder and that the charges comply with the university policies and procedures.**

The Approver must review all of the Cardholder’s transactions to ensure compliance with the Departmental Card guidelines and policies. If the Approver identifies any problems or issues, they should report this to the Credit Card Solutions Team.

The Cardholder and/or Reconciler have access to review the transactions and reconcile their charges (including entering the purpose and details of the purchase in the comments section and updating the accounting information). Cardholders and/or Reconcilers are not allowed to update the status from Staged to Approved on their own transactions. Only the Approver may update the transaction status to complete the approval process.

**9.1 Processing card transactions when a Cardholder has failed to provide the required documentation or the charge is questionable**

In the event that a cardholder has failed to provide the proper documentation to their Approver or the instance where the Approver is not comfortable with the nature of the expenditure, the Approver should:

1. Update the accounting distribution to the best of their ability based on the available information.
2. Make a notation in the comments field that the expense is “Under Review” and/or provide any additional details and notify the Credit Card Solutions Team.
3. Update the transaction status from “staged” to “verified” and click “save.”

As part of the month end closing processes, the Credit Card Solutions Team in the Controller’s Office will then review the transaction and update the transaction status to “Approved” status.
9.2 Processing Card Transactions: Basic Navigation, Reconciliation and Approval of Charges

You can use the Procurement Card Transactions page to review, manage, and approve the Card transactions loaded by the Load Statement Process.

**BASIC MODULE NAVIGATION**

- ✔ Purchasing
- ✔ Procurement Cards
- ✔ Reconcile
- ✔ Reconcile Statement
- ✔ Click the dropdown and select “Employee Name”

1) To bring up the current months card activity, enter the Cardholder Panther ID# in the Employee ID field or the Cardholder Name in the Employee Name Field. You may also select the Cardholder from the “look up” feature by clicking on the small magnifying glass located to the right side of the field box.

   NOTE: You will only have access to those Cardholders in which you have been assigned.

2) Click the search button.
3) The first nine (9) charges will be reflected on the screen. Click “View All” to review all pending charges.

4) To review additional information for each transaction, click on the “Line Details” icon. Click on the “show all columns” icon to expand the column information to review additional transaction details, including (when available): Additional Merchant contact information, transaction detail and quantity as well as other 3rd tier information. Traveler name and destination will reflect for airline purchases. After reviewing the transaction details, click the “Return” button to proceed with the verification process.
5) Travel Transactions require that a valid, approved TA number be recorded in the description field. To access, click the billing tab. **The TA number should be recorded as TA00000 followed by the number.** If the travel charge has no TA, enter “NO TA”
6) All transactions require modification to the accounting distribution. Click on the “Distribution” icon to update the accounting information for each charge in the “Account Distribution page.”

7) Update the funding source (Activity nbr and/or Project ID) when necessary.

8) You are required to change the default account # from 711999 to the correct expense account. To use an account that has a different alternate account than 71100, delete the ALT Account# FIRST, then delete the account. Next, type in the new account # in the account field and when you click on the alt account it will automatically populate to the correct alt account.

Use the Expense Account Reference Sheet to review the list of expense accounts/alt account numbers available. See page 47 of this manual.
9) When the accounting has been updated, click “OK” button located at the bottom of the page to return to the Procurement Transaction page.

10) All transactions should include a comment with additional purchase descriptions and/or details.

11) When all charges have been processed, check click on the “Select All” button located at the bottom of the page, this will check the select box for all expenses on the page.

12) When all boxes are selected, click “Validate Budget” button. The status will update from Not Chkd to Valid for all charges.

As a secondary option to budget check, you may also opt to check the Run Budget Validation on save box to run the budget validation process for all items simultaneously. The status will update from Not Chkd to Valid for all charges.
13) Approvers will update the status to “Approved”. Click Save.

Note: Reconcilers will only have access to update the status to verify; they do not have the ability to update the status to Approved.

The Approver will need to review and complete the final Approval process.

For further assistance/training in the reconciliation and approval process, click here to visit our UPK tutorial.
10. **JP Morgan Chase PaymentNet System**

**Overview**

The PaymentNet System is robust software provided to the University by JP Morgan Chase, providing both Cardholders and Approvers with direct, online access to view and monitor card activity, dispute transactions and print billing statements.

10.1 **Logging on**

![Logging on for the First Time](image1)

1. Using your Internet browser, go to the following address: 
www.paymentnet.jpmorgan.com

2. Enter the following on the Log On screen:
   - Organization ID: FIUCARD
   - User ID: FIU + 7 digit PantherID
   - Password: F + 7 digit Panther ID

   **Note:** All three log on fields are case-sensitive.

3. Select the Remember my Organization ID checkbox. PaymentNet saves your Organization ID so you do not have to enter it each time you log on.

   **Note:** If you are accessing PaymentNet from a public computer, J.P. Morgan discourages selecting this option.

4. Click Log On.

5. Enter the following on the Password Setup: Change Password screen:
   - Organization ID: Re-enter your Organization ID
   - User ID: Re-enter your assigned User ID
   - New Password: Enter a new password
   - Re-enter Password: Re-enter your new password

   **Note:** If you do not complete this step, your User ID will be locked.

6. Click Next. PaymentNet displays the Password Setup: Complete screen.

7. Click Next.

8. Complete at least three questions on the Setup Authentication Questions screen. These questions will allow you to reset your own password if the need arises.

9. Click Submit. PaymentNet displays the Welcome screen.

**Navigating PaymentNet**

PaymentNet is comprised of four navigation areas. These areas, and detailed descriptions of each navigation option, include the following:

- **Menu Bar:** The menu bar, located at the top of the screen, lists the PaymentNet modules you are authorized to access.
- **Icons:** The icons, located at the top right of the screen next to the menu options, offer shortcuts to basic navigation options. These icons can be accessed from all PaymentNet screens. Icon options include:
  - Home (house icon): Returns you to the Welcome screen.
  - Contact Information (phone icon): Lists important contact information for your program.
  - My Profile (person icon): Directs you to your PaymentNet profile information.
  - Logout (x icon): Allows you to securely end your PaymentNet session.
Logging on from a Registered Computer
You can access PaymentNet from any computer you have registered to your user ID.

1. Using your Internet browser, go to the following address:
www.paymentnet.jpmorgan.com
2. Enter the following on the Log On screen:
   - Organization ID: Enter your Organization ID
   - User ID: Enter your assigned User ID
   - Password: Enter your password
   Note: All three log on fields are case-sensitive.
3. Select the Remember my Organization ID checkbox.
   PaymentNet saves your Organization ID so you do not have to enter it each time you log on.
   Note: If you are accessing PaymentNet from a public computer, J.P. Morgan discourages selecting this option.
4. Click Log On. PaymentNet displays the Welcome screen.

Logging on from an Unregistered Computer
For security purposes, you must register your user ID on each computer you use to access PaymentNet. If you try to access PaymentNet from an unregistered computer, PaymentNet will guide you through the registration process.

1. Using your Internet browser, go to the following address:
www.paymentnet.jpmorgan.com
2. Enter the following on the Log On screen:
   - Organization ID: Enter your Organization ID
   - User ID: Enter your assigned User ID
   - Password: Enter your password
   Note: All three log on fields are case-sensitive.
3. Select the Remember my Organization ID checkbox.
   PaymentNet saves your Organization ID so you do not have to enter it each time you log on.
   Note: If you are accessing PaymentNet from a public computer, J.P. Morgan discourages selecting this option.

5. Select the I have an e-mail address on file with J.P. Morgan option.
   Note: If you do not have an e-mail address on file with J.P. Morgan, select the second option and contact your Program Administrator to obtain an activation code.

6. Click Next. PaymentNet displays the Register Machine screen.

   Note: If you selected I have an e-mail address on file with J.P. Morgan, J.P. Morgan sends an e-mail with the activation code to the e-mail address in your PaymentNet profile. If you do not receive the e-mail, contact your Program Administrator for assistance.

7. Complete the following fields:
   - Activation Code: Enter the activation code
   - Password: Enter your PaymentNet password
   Note: If you are accessing PaymentNet from a public computer, J.P. Morgan recommends clearing the Retain registration on this workstation after logging out checkbox. Clearing this checkbox helps to protect your log on information by requiring you to re-register this computer the next time you log on.

8. Click Next. PaymentNet displays the Welcome screen.
10.2 Filing a Formal Dispute Online

Disputing Transactions

*Note:* Before disputing a transaction, you must first attempt to resolve the issue directly with the merchant.

1. Select Transactions > Manage to display the Transaction List screen.
2. Click the transaction you want to dispute to display the Transaction Detail screen.
3. From the General Information tab, click the Dispute button.
4. Confirm your E-mail Address.
5. Select the Dispute Reason from the drop-down list. The system will refresh and may require additional field input.
6. Enter applicable information in the Additional Information field if needed.
7. Click Submit.

Note: Track the status of your dispute online on the Transaction List screen.

- Dispute in Process
- Dispute Submitted
- Dispute Resolved

Click the colored squares and follow the steps to Unde or Resolve your dispute.

10.3 Viewing Transactions, Running Queries & Downloading a Copy of the Billing Statement

Performing Queries for Transactions

1. Do one of the following: 
   - Select Transactions > Query.
   - From the Transaction List screen, click the Advanced link, located at the top right of the screen.

*Note:* To improve query results, enter the minimum amount of characters for the criteria value to identify text fields. (i.e., Type “Banana,” instead of “Bananas,” “Banana’s,” “Bananas Inc.” or “Banana Store #2342.”)

2. From the Criteria section:
   - Select the criteria for the query from the Field drop-down list.
   - Select the Operation for the query.
   - Enter the desired data in the Value field.
3. From the Order By section:
   - Click the Plus (+) icon located at the right of the screen in each section. To delete a row of data, click the Trash can icon for the corresponding row.
   - Select the data you want displayed in order from the Field drop-down list.
   - Select the Order Sequence.

*Note:* Ordering information is optional. If an Order By preference is not selected, the results are based on default settings (i.e., most recent post date, alphabetical order).

4. Click Process to run the query. Query results will be displayed on the Transaction List screen.

Viewing Transactions

1. Select Transactions > Manage to display the Transaction List screen.
2. Do one of the following: 
   - Click the desired transaction to display the Transaction Detail screen.
   - Locate the desired transaction by doing the following:
     - Perform a query
     - Click the desired transaction. The Transaction Detail screen displays.
3. Select the appropriate tab to view additional information.

*Note:* The following tabs are available from the Transaction Detail screen:

- General Information
- Addendum

*Note:* Additional information on transactions may be available if icons (e.g., ) are displayed on the Transaction List screen. Click the icon to view the line item detail.

Viewing Statement

1. Select Transactions > Statement to display the Statement Detail screen. The current billing cycle statement is displayed.

*Note:* To view historical statements, select a date from the Billing Date drop-down list.

*Note:* If you have more than one account number, use the Account Number drop-down list to view statements for your other accounts.

Downloading and Printing Statements

1. Select Transactions > Statement to display the Statement Detail screen.
2. From the Statement Detail screen, click Download Statement.
3. Once the Adobe PDF file is open, you can save or print the statement.

Cardholder Support

The Cardholder Support Team is available 24-hours a day for assistance by calling the number on the back of your card.
11. Glossary of Terms

Approver/Back-up Approver – The University staff assigned to review individual charges with each cardholder and to certify that the charges are in compliance with University Policy and Procedures. They are responsible for processing the expense of all transactions in the PantherSoft Financials System. While a Reconciler can assist the Approver in the reconciliation and maintenance duties, only the Approver can update the transaction status from Staged to Approved. The Approver and Back-up Approver cannot be a subordinate to the Cardholder.

Cardholder Profile - Parameters that are established for a designated Cardholder that identify the Cardholder, set default accounting information and provide restrictions or spending limitations in the Card Issuer’s system and in the PantherSoft Financial system.

Cardholder - A permanent University employee that is granted the authority to use the Departmental Card to place orders or make financial commitments on behalf of the University as outlined in this manual. They are responsible for review individual charges with their Approver and confirm that the charges are in compliance with University Policy and Procedures.

Card Issuer - The financial institution or bank that provides and supports the Departmental Card Program utilized by Florida International University. Currently, the Card Issuer is JP Morgan Chase.

Commodities – Any goods or services available for purchase.

Credit Card Solutions Administrator – This individual is responsible for administering the Departmental Card Program at Florida International University and for the day-to-day operation of the Departmental Card Program. This individual provides assistance with processing transactions and ensures that the transactions are in accordance with the Departmental Card Guidelines. This individual acts as the liaison between the Cardholder, the vendors and the Card Issuer.

Credit Card Solutions Associate – This individual is responsible for assisting the Program Administrator in the day-to-day operation of the Departmental Card Program. This individual also provides assistance with processing transactions and ensures that the transactions are in accordance with the Departmental Card Guidelines. This individual acts as the liaison between the Cardholder, the vendors and the Card Issuer.

Credit Card Solutions Accountant – This individual provides support for the Departmental Card Approver and along with the Credit Card Solutions Administrator will conduct periodic reviews of the Cardholder’s records. They are responsible for reviewing the Card Issuer’s master statement of all University Departmental Card transactions and the processing of the electronic payment to the Card Issuer.

Expense Report – Submission entered into the Travel Module after travel occurs. The Expense Report serves the purpose of reporting all Travel Expenses as well as requesting reimbursement to Travelers for out of pocket expenses.

Merchant Category Code (MCC) - Code assigned to a merchant/vendor by VISA, which identifies the primary goods or services, provided by the merchant/vendor.
Monthly Billing Cycle - The billing period is defined by the Card Issuer and is from the 1\textsuperscript{st} day of the month, closing the last day of the month.

Monthly Credit Limit - The maximum dollar limit that can be charged by the Cardholder during a monthly billing cycle.

Reconciler - University staff assigned to each Cardholder to review all transactions for compliance with the Departmental Card procedures, maintain a file of original receipts and support documentation and who is responsible for reconciling the expense of all transactions in the PantherSoft Financials System. The reconciler cannot update the status of the transactions from \textit{Staged} to \textit{Approved}. The Reconciler can be a subordinate to the Cardholder.

Single Transaction Limit - The maximum dollar limit per transaction that is allowed on a Departmental Card.

Transaction - A charge, credit or other financial activity associated with the Departmental Card.

Travel Authorization (TA) - The official travel authorization form required to secure approvals and encumbering the funds for any University related business trip.

Vendor/Merchant/Supplier - The business entity from whom a Cardholder is making a purchase.
12. Departmental Forms Annex

Credit Card Program Applications and Cardholder Agreements

CCS01 - Departmental Card Application

CCS02 - Travel & Entertainment Cardholder Application

CCS03 - Approver Application

CCS04 - Reconciler Application

CCS05 - Departmental Cardholder Approver/Reconciler Update Form

CCS06 - Departmental Card Cardholder Agreement

CCS07 - Travel & Entertainment Card Cardholder Agreement

CCS08 - Card Cancellation Form

Other Helpful Forms

CCS09 - Request for Temporary Limit Changes/Merchant Block Override Form

CCS10 - Replacement Receipt Form

CCS11 - Hotel Expense Vendor Agreement

CCS12 - Authorization to Purchase Food

CCS13 - Departmental Card Transfer of Charges Form

Expense Account Reference Sheet

Sales Tax Exemption Certificate

Avis Electronic Billing Terms of Agreement Form

Avis Card Issuing Institution Instructions Form

Helpful Links

Purchasing E-Mail

Travel and Other Expenses Manual
13. **Key Program Contacts**

Ramon Duenas  
*Associate Controller – Payment Services*  
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**JP Morgan Chase, 24-Hour Customer Service**  
1-800-270-7760

Credit Card Solutions Website: [http://finance.fiu.edu/controller/QL_CC_Solutions.html](http://finance.fiu.edu/controller/QL_CC_Solutions.html)