





# Card Program Descriptions

The following chart is designed to aid in the selection of the most suitable card for needed application:

## Basic Cards Offered - Definitions and Limits:

<u>Card* Types</u>	<u>Usage</u>	<u>Card Imprint Name</u>	<u>Limits/Controls</u>	<u>Eligibility &amp; Payment Liability</u>
 <b><u>Departmental Purchasing Card</u></b>	Commodity purchases	Employee	<ul style="list-style-type: none"> <li>• Transaction \$ limit</li> <li>• Monthly \$ limit</li> <li>• Daily # trans</li> <li>• Spend Categories</li> </ul>	<ul style="list-style-type: none"> <li>• Fulltime administrators, faculty and staff.</li> <li>• University liability</li> <li>• <a href="#">Click here for application.</a></li> </ul>
		Department	<ul style="list-style-type: none"> <li>• \$250 Trans Limit</li> <li>• \$1,000 Monthly</li> <li>• Daily # trans</li> <li>• Spend Categories</li> </ul>	<ul style="list-style-type: none"> <li>• Department's Account Manager</li> <li>• University liability</li> <li>• <b>Note - Department responsible for <u>any</u> fraudulent charges.</b></li> <li>• <a href="#">Click here for application.</a></li> </ul>
 <b><u>Corporate (travel) Card</u></b>	University related travel expenses	Employee	<ul style="list-style-type: none"> <li>• Transaction \$ limit</li> <li>• Monthly \$ limit</li> <li>• Daily # trans</li> <li>• Spend Categories</li> <li>• Cash*</li> </ul>	<ul style="list-style-type: none"> <li>• Full-time administrators, faculty and staff, as requested by sponsor department.</li> <li>• Personal liability</li> <li>• Refer to <b><i>Transportation &amp; Travel.</i></b></li> <li>• <a href="#">Click here for application.</a></li> </ul>
 <b><u>University Commercial Card</u></b>	Commodity purchases including travel	Employee	<ul style="list-style-type: none"> <li>• Transaction \$ limit</li> <li>• Monthly \$ limit</li> <li>• Daily # trans</li> <li>• Spend Categories</li> <li>• Cash*</li> </ul>	<ul style="list-style-type: none"> <li>• Limited to the President, Vice Presidents, Deans, and Athletics</li> <li>• University liability</li> <li>• <a href="#">Click here for application.</a></li> </ul>
 <b><u>Declining Balance Card**</u></b>	Projects/functions/ events/committees  Example: grant, study abroad, student group travel, academic field trip	Employee, committee, or event name	<ul style="list-style-type: none"> <li>• Transaction \$ limit</li> <li>• Cumulative \$ spend</li> <li>• Daily # trans</li> <li>• Spend Categories</li> <li>• Card Expiration (min. 1 month)</li> <li>• Cash*</li> </ul>	<ul style="list-style-type: none"> <li>• Fulltime administrators, faculty and staff.</li> <li>• Project or event coordinator</li> <li>• Search Committee</li> <li>• Grant Administrator</li> <li>• University liability</li> <li>• <a href="#">Purchasing-Declining Balance Card Application</a></li> </ul>
<b>CARDS ISSUED IN A DEPARTMENT OR OTHER GENERIC NAME DO NOT HAVE CHARGE-BACK OR DISPUTE RIGHTS.</b>				

\*Allowable on an exception basis only, additional approvals required.

\*\* Declining Balance or Project Card limits DO NOT renew monthly. These cards have a maximum dollar limit and defined life (# of months). When either the maximum dollar limit or the time limit are reached, the card will close.