

## **CMU BUSINESS CARD PROGRAM HIGHLIGHTS**



### **CONTACT INFORMATION**

The CMU Business Card program is part of the Payroll & Travel Services / Financial Information Systems reporting unit, located at **Warriner Hall 204**. The fax number for personnel listed below is: (989) 774-1069.

#### **Chris Zalud**

Travel Services Administrative Clerk  
Travel Services & Audits Documentation  
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#### **Cindy Smith**

Payroll&Travel Services Administrative Clerk  
Credit Card Services & Smart Data OnLine  
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#### **Sara Yonkey**

Payroll&Travel Services Asst. Coordinator  
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#### **Kim Wagester**

Payroll & Travel Services Coordinator  
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#### **Mary Hill**

Assistant Controller/Financial Services  
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## **INTENDED USE OF THE CMU BUSINESS CARD**

The CMU Business Card is a university liability credit card available to CMU employees as an option to pay for university business expenses including equipment, supplies, travel and entertainment.

Supply and equipment charges have a single transaction limit of \$2,500.

Travel expenses for employees other than the named cardholder may not be charged to the CMU Business Card except for conference fees and airfare.

## **RECONCILIATION, CARD DOCUMENTATION FORM & RETENTION OF RECORDS**

- It is the Department's responsibility to audit all purchases made on the CMU Business Card. An employee, other than the cardholder, is responsible for the audit/review of each monthly statement.
- The original charge receipts and credit card billing statement are to be attached to the Card Documentation form and mailed to the Payroll & Travel Services department, WA 204, for audit by the 15th of the following month.

The cardholder and their immediate supervisor or department chair must sign and review the Card Documentation form.

If the overall net of your monthly employee expense form is more than what is allowed for your expenses or includes inappropriate charges, then the amount will be deducted from your pay.

- All cardholder records will be retained centrally for three years by the Payroll & Travel Services department.

The cardholder's department should keep copies of their bank statements but they do not need to keep copies of receipts unless directed by their Dean, department chairperson or direct supervisor.

### **ONE CARD PER CARDHOLDER**

An employee can have only one CMU Business Card in their name.

### **SECURITY FEATURES FOR SHIP-TO ADDRESS**

The order placed must be shipped to the address listed on your JPMorgan Chase statement. Any other address for shipment could result in a decline of the transaction.

**Address Verification** is randomly checked against your CMU Business Card transactions.

## **NEW CARDHOLDER TRAINING & CARD DISTRIBUTION**

All new applicants are required to attend a training session in order to obtain their new CMU Business Card. Training sessions will be offered one day a month. \*

## **THE COMPLETE PROCEDURE POLICY IS AVAILABLE ON LINE**

The CMU Business Card information is updated several times a year on the Controller's website. It is the cardholder's responsibility to keep current with the information posted on our website at:

[www.controller.cmich.edu/Creditcards/creditcards.htm](http://www.controller.cmich.edu/Creditcards/creditcards.htm)

\* See the Controller's website <http://www.controller.cmich.edu> for training schedules. (Revised July 18, 2007)

## **INAPPROPRIATE PURCHASING ACTIVITIES**

### **PURCHASES NOT ALLOWED ON THE CMU BUSINESS CARD**

1. Automotive Repairs
  - Exception: general maintenance to a University owned vehicle is allowed.
2. Business Cards
3. Non-licensed CMU Trademark
  - Exception: Items may be purchased with a CMU trademark on them only if the Vendor is approved by Public Relations. (Signature, Logo etc.) For approved vendor list visit: [www.Lrgusa.com/documents/licensed](http://www.Lrgusa.com/documents/licensed)
4. Computers (PCs/Laptops)
  - Exception: hand held PDA devices and replacement parts for computers can be purchased. Equipment such as printers, scanners and cameras may be purchased using the Business Card. Cardholders are responsible for calling Marilyn Walker at (989) 774-6784 to request an asset tag for the new equipment purchased.
5. Controlled Substances
6. Drugs/Pharmaceutical Items
7. Expenses related to signed agreements or contracts e.g. maintenance agreements.
8. Gasoline
  - Exception: Gasoline may be purchased for CMU vehicles and rental vehicles.
9. Gifts
  - Exception: Gifts may be purchased for alumni and donors.
10. Leases (office space; vehicles)
  - Exception: Storage units are acceptable, provided agreement has been signed by a CMU employee with appropriate contracting authority.
11. Non-Contracted Furniture, Furnishings, Carpeting

12. Purchase Involving Trade/Donation of University Property
13. Personal Items
14. Personnel and Independent Contractor Services
15. Postage Stamps
  - Exception: overnight, i.e. next day and 2<sup>nd</sup> day air packages are allowed.
16. Printing Services (\$20,000 & under must be done on campus)
17. Radioactive Materials
18. Travel Expenses for fellow CMU Employees
  - Exception: airfare or conference fees
19. Weapons, Ammunition

### **RESULT OF INAPPROPRIATE CHARGE ACTIVITY**

If a cardholder uses the CMU Business Card inappropriately or disregards any other CMU Business Card policy, they may receive a warning letter. If a cardholder disregards the policies a second time their card will be canceled.

### **ELIMINATE JOURNAL ENTRIES! EDIT YOUR CHARGES ON-LINE**

Need to transfer your charges to another cost center, G/L account or add an internal order number without filling out a journal entry form? Then Smart Data OnLine is your answer!

SDOL is an online reporting tool that allows you to access your CMU Business Credit Card transactions securely over the Internet. It can help you expedite expense reporting by allowing you to review transactions, assign Cost Centers, GLs, WBS Elements and Internal Order Numbers, split transactions, run and schedule reports—all online and at your convenience. At

the end of the current statement period all changes entered in SDOL are transferred into SAP, which eliminates the need to submit journal entries to accomplish the same. Training is not required but available. Please visit the Controllers website\* for dates and times of upcoming training sessions.

### **QUESTION AND ANSWER**

- Q:** Can any employee get a CMU Business Card?
- A:** Any CMU employee responsible for traveling on university business, entertaining guests and/or purchasing supplies is eligible for a Business Card with supervisor or department chair approval.
- Q:** While traveling, how do I pay for taxis, gratuities or other expenses where a credit card is not accepted?
- A:** Employees may either pay for these items from their own funds or take out a cash advance up to \$200 from the University Cashiers Office.
- Q:** Do I have to submit all receipts for all purchases on the Business Card?
- A:** Itemized receipts are required for all purchases except per diem meals while traveling.
- Q:** What is the billing period (cycle) for the CMU Business Card?
- A:** The billing period, also known as the statement period is from the 25th of the current month to the 24th of the following month. (i.e. Aug 25-Sep 24)