

**Illinois State University
Authorized
Departmental Credit Card Manual**

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1. Purpose

The Departmental Credit Card (DCC) is designed to improve efficiency in purchasing low dollar goods and services by directly giving Departments buying power, thus eliminating many Purchase Orders.

J.P. Morgan Chase is the provider of the Illinois State University MasterCard DCC. MasterCard is readily accepted by most *vendors* and is a convenient purchase and payment tool for low dollar purchases.

NOTE: This card cannot be used for personal purchases.

2. Benefits

The use of the DCC will:

Improve Illinois State University's purchasing process by allowing employees to obtain certain goods and services faster and easier;

Enable employees to be more efficient and to focus on the value-added aspects of their jobs;

Significantly reduce paperwork and processing time in obtaining goods and services;

Provide cost savings through consolidated payment (one monthly payment to J.P. Morgan Chase versus multiple vendor payment); and

Allow prompt payment to the vendor. Vendor should receive payment within 72 hours of transmitting purchase to bank.

3. Issuance of DCC

The DCC is issued by Illinois State University in coordination with J.P. Morgan Chase. The *cardholder* must be an ISU employee.

Coaches who are temporarily terminated during summer months must turn in the credit card to the Card Manager at the end of the Spring semester. The Card Manager must notify the Card Administrator to suspend the card until further notice. To reactivate the credit card, the Card Manager must notify the Card Administrator when the coach returns.

The following requirements must be met before a DCC will be issued:

3.2.1 The *Departmental Credit Card Application* must be completed.

3.2.2 The Card Manager must attend a training session. Contact a DCC Administrator to register.

3.2.3 The DCC Agreement must be completed.

The cardholder must be briefed on usage of the card by Card Manager before receiving DCC.

The DCC will display the cardholder's Institution, and cardholder's name. The University's Tax Exempt number(s) is located on the card sleeve.

The Card Manager, as well as the Primary and the Secondary *Approving Officials*, must have Internet access/Datatel usage and ISU e-mail account.

4. How it Works

Cardholder makes an authorized business-related purchase by charging it on their ISU DCC. The Cardholder's *single transaction limit* is \$2,500.00 and the *monthly spending limit* is usually \$10,000.00.

Cardholder must return all receipts and *supporting documentation* to Card Manager.

Card Manager review transactions daily/weekly on PaymentNet at www.paymentnet.com and, if necessary, reallocates each charge to the appropriate *University account number*.

Approving Official signs the Cardholder's transaction(s) on JP Morgan statement. In the absence of the Primary Approving Official, the Secondary Approving Official assumes responsibility.

Card Managers are responsible for ensuring the receipts and Departmental Credit Card Transaction Control Logs are reconciled to the *Commercial Card Statement* from J.P. Morgan Chase.

Cardholder maintains proper receipts and supporting documentation to give to Card Manager. The Card Manager reconciles and allocates transactions from the J.P. Morgan Statement on to payment.

The vendor submits the transaction to J.P. Morgan Chase for payment.

Illinois State University pays J.P. Morgan Chase on a weekly basis.

5. Purchasing with the DCC

The Departmental Credit Card is strongly discouraged for internal purchases (i.e. TechZone) due to the percentage fee charged to the vendor by MasterCard.

5.1 Purchase in Person

- Follow proper internal procedures specific to your department to obtain authorization to make the purchase.
- Determine whether the DCC is the most appropriate tool to use for this purchase. Check the list of prohibited charges (see Section 7 on page 11 to make sure the item(s) is not restricted.
- Be sure that the total amount, including all shipping, handling, freight, etc, will not exceed your card's single transaction limit (\$2,500.00).
- When using the DCC, splitting or stringing orders is strictly prohibited. Repeated occurrences shall result in cancellation of the card. (See Section 7.2 Splitting/Stringing purchases).

- Determine that the price quoted is the best price available from the vendor.
- Prime Vendor contracts need to be utilized whenever possible.
- Goods must be immediately available at the time of purchase. If not, goods must be received by June 30th to expend current Fiscal Year end monies.
- Emphasize that no sales tax is charged. **Illinois State University's Tax Exempt Number is printed on the DCC card sleeve.**
- Obtain a receipt at the time of purchase. **The receipt must include:**
 - Vendor information (names, location, etc.);
 - Amount (itemized); and
 - Date of transaction.
- Follow your department's instructions regarding recording the purchase, attach receipt and supporting documentation, and give to the Card Manager.
- After making a purchase, retain all boxes, containers, special packing slips, etc., until you are certain you are going to keep the goods. The cardholder is responsible for inspecting the goods at time of purchase.

5.2 Purchase by Phone, Fax or Mail

5.2.1 Phone

- Follow proper internal procedures specific to your department to obtain authorization to make the purchase.
- Determine whether the DDC is the most appropriate tool to use for this purchase. Check the list of prohibited charges (see Section 7 on Page 11) to make sure the item(s) is not restricted.
- Be sure that the total amount, including all shipping, handling, freight, etc. will not exceed your card's single transaction limit (\$2,500.00).
- When using the DCC, splitting or stringing orders is strictly prohibited. Repeated occurrences shall result in cancellation of the card. (See Section 7.2 Splitting/Stringing purchases).
- Determine that the price quoted is the best price available from the vendor.
- Prime Vendor contracts need to be utilized whenever possible.
- When you call, state that you are calling from Illinois State University and that you will be making your purchase with a MasterCard.
- **Record the name of the person taking the order**, place the order, give the vendor your DCC number and expiration date, and your names as it appears on the card.

- Emphasize that no sales tax is charged. **ISU's Tax Exempt Number is printed on the DCC sleeve.**
- Request the vendor to indicate DCC on their shipping label packing slip or receipt in place of where they would normally put a Purchase Order Number.
- Since phone, fax, mail and Internet purchases are delivered throughout campus via Central Receiving, give the vendor the address as follows:

Illinois State University
1520 Central Receiving Warehouse Road
Your Name
Department name
Normal, IL 61790-1520

- Request that the receipt and/or packing slip be sent with the purchase. Retain this with your record of the purchase. The receipt must include:
 - Vendor information (names, location, etc.):
 - Amount (itemized); and
 - Date of transaction.
- Follow your department's instructions regarding recording the purchase, attach receipt and supporting documentation.
- After making a purchase, retain all boxes, containers, special packing slips, etc., until you are certain you are going to keep the goods. The cardholder is responsible for inspecting the goods when they are received.

5.2.2 Fax

- Follow proper internal procedures specific to your department to obtain authorization to make the purchase.
- Determine whether the DCC is the most appropriate tool to use for this purchase. Check the list of prohibited charges (See Section 7 on page 11) to make sure the items(s) is not restricted.
- Be sure that the total amount, including all shipping, handling, freight, etc., will not exceed your card's single transaction limit (\$2,500.00).
- When using the DCC, splitting or stringing orders is strictly prohibited. Repeated occurrences shall result in cancellation of the card. (See Section 7.2 Splitting/Stringing purchases).
- Determine that the price quoted is the best price available from the vendor.
- Prime Vendor contracts need to be utilized whenever possible.

- Indicate the Tax Exempt number on the Departmental Credit Card Fax Cover Sheet. ISU's Tax Exempt Number is printed on the DCC sleeve.
- Request the vendor to indicate DCC on their shipping label, packing slip, or receipt in place of where they would normally put a Purchase Order Number.
- Since phone, fax, mail and Internet purchases are delivered throughout campus via Central Receiving, give the vendor the address as follows:

Illinois State University
1520 Central Receiving Warehouse
Your Name
Department name
Normal, IL 61790-1520

- Retain a copy of the order form and, if available, a fax confirmation. Request that a receipt be sent to you. The receipt must include:
 - Vendor information (names, location, etc.):
 - Amount (itemized); and
 - Date of transaction.
- If the vendor requires that the original hard copy of the order form be mailed, be sure to clearly mark it **Confirming Order – Do not Duplicate**.
- Follow your department's instructions regarding recording the purchase, and attach receipt and supporting documentation.
- After making a purchase, retain all boxes, containers, special packing slips, etc., until you are certain you are going to keep the goods. The cardholder is responsible for inspecting the goods when they are received.

5.2.3 Mail

- Follow proper internal procedures specific to your department to obtain authorization to make the purchase.
- Determine whether the DCC is the most appropriate tool to use for this purchase. Check the list of prohibited charges (See Section 7 on page 11) to make sure the items(s) is not restricted.
- Be sure that the total amount, including all shipping, handling, freight, etc., will not exceed your card's single transaction limit (\$2,500.00).
- When using the DCC, splitting or stringing orders is strictly prohibited. Repeated occurrences shall result in cancellation of the card. (See Section 7.2 Splitting/Stringing purchases).
- Determine that the price quoted is the best price available from the vendor.

- Prime Vendor contracts need to be utilized whenever possible.
- Indicate the Tax Exempt number on the Departmental Credit Card Fax Cover Sheet. ISU's Tax Exempt Number is printed on the DCC sleeve.
- Request the vendor to indicate DCC on their shipping label, packing slip, or receipt in place of where they would normally put a Purchase Order Number.
- Since phone, fax, mail and Internet purchases are delivered throughout campus via Central Receiving, give the vendor the address as follows:

Illinois State University
1520 Central Receiving Warehouse
Your Name
Department name
Normal, IL 61790-1520

- Retain a copy of the order form and, if available, a fax confirmation. Request that a receipt be sent to you. The receipt must include:
 - Vendor information (names, location, etc.):
 - Amount (itemized); and
 - Date of transaction.
- Follow your department's instructions regarding recording the purchase, attach receipt and supporting documentation and submit to Card Manager.
- After making a purchase, retain all boxes, containers, special packing slips, etc., until you are certain you are going to keep the goods. The cardholder is responsible for inspecting the goods when they are received.

5.3 Purchase via the Internet (www)

- Follow proper internal procedures specific to your department to obtain authorization to make the purchase.
- Determine whether the DCC is the most appropriate tool to use for this purchase. Check the list of prohibited charges (See Section 7 on page 11) to make sure the items(s) is not restricted.
- Be sure that the total amount, including all shipping, handling, freight, etc., will not exceed your card's single transaction limit (\$2,500.00).
- When using the DCC, splitting or stringing orders is strictly prohibited. Repeated occurrences shall result in cancellation of the card. (See Section 7.2 Splitting/Stringing purchases).
- Determine that the price quoted is the best price available from the vendor.
- Prime Vendor contracts need to be utilized whenever possible.

- Indicate the Tax Exempt number on the Departmental Credit Card Fax Cover Sheet. ISU's Tax Exempt Number is printed on the DCC sleeve.
- Request the vendor to indicate DCC on their shipping label, packing slip, or receipt in place of where they would normally put a Purchase Order Number.
- Since phone, fax, mail and Internet purchases are delivered throughout campus via Central Receiving, give the vendor the address as follows:

Illinois State University
1520 Central Receiving Warehouse
Your Name
Department name
Normal, IL 61790-1520

- When placing an order on a web site, check to see if the site is running a secure web server by looking at the key or lock symbol in the lower corner of the web browser or look for the "https://" before the www in the Internet address. If the icon is broken the web server is not secure and your credit card number will be sent across the Internet in plain text. Although the chances are small, someone intercepting your message would be able to read your credit card number. Do not use an unsecured web site. If the icon is solid, the server is running secure web server software and your credit card number will be encrypted. Encryption transforms data into unreadable form to ensure privacy. Department policies and good judgment should be used when ordering over the internet. As the other purchases, the Cardholder is ultimately responsible if a web site is the most appropriate method to make a given purchase.
- Print copies of web screens showing products, pricing, completed order forms, etc.
- Follow your department's instructions regarding recording the purchase, attach receipt and supporting documentation.
- After making a purchase, retain all boxes, containers, special packing slips, etc., until you are certain you are going to keep the goods. The cardholder is responsible for inspecting the goods when they are received.

5.4 Avoid Duplicate Shipments

Unless the purchase is over \$2,500, there is no need to submit a requisition, PO or Request for Payment to the Purchasing Department. In addition, if the order is over \$2,500 and paid with Foundation money, decisions on raising the single purchase limit will be made through the Purchasing Office along with the DCC Administrator.

If an unnecessary form is submitted for a DCC purchase and a duplicate shipment is received the cardholder is responsible for solving the issue.

5.5 Returns, Damage Goods, Credits

If items purchased with a DCC need to be returned the cardholder should work directly with the vendor. Here are some tips:

- Request a credit receipt for returned items. Some vendors may not provide this receipt unless requested.
- Always retain boxes, containers, special packaging, packing slips, etc., until you are certain you are going to keep the goods. Some items such as software or fragile pieces cannot be returned without the original packaging materials.
- Read all vendor supplied instructions carefully. Often a phone number and other instructions are included on the packing slip and/or receipt.
- Many vendors require you to obtain a Return Authorization (RA) Number (assigned by vendor) before they will accept a return. If you neglect to indicate this number on the return, the package may be refused and/or no credit issue to your account.
- In some cases, there may be a restocking fee (usually a percentage of the purchase price). If the vendor is completely responsible for the error or problem, you should not have to pay this or any other fee. However, if they are not fully responsible, you may have to pay. You may use the DCC to pay this fee as long as it does not exceed any of your pre-approved limits.
- Make sure that the charge for the returned items:
 - Never appears on your monthly statement, or
 - Is credited properly.

If this does not happen, refer to Section 10 (Disputed Transactions) for instructions on how to resolve the problem.

5.6 Conflict of Interest

The DCC cannot be used to make a purchase from any State of Illinois employee, or any State of Illinois employee who owns more than seven and one half percent (7 1/2 %), or together with a spouse or minor child more than fifteen percent (15%), or the total distributable income of the business enterprise.

6 Authorized DCC Use

- 6.1 Only the cardholder whose name is embossed on the DCC is authorized to use the card. The cardholder is ultimately responsible for the card and ensuring all charges made with the card are in compliance with the DCC Policy and Procedures Manual.
- 6.2 The total value of any one charge made with ISU's DCC may not exceed the single transaction limit of (\$2,500.00)

6.3 Common uses of the DCC may include, but are not limited to :

- Items traditionally purchased on POs under \$2,500;
- Books;
- Lab supplies (For exception see “Prohibited DCC use”, Section 7); and
- Periodicals;

Note: Departments are encouraged to use existing University contracts.

7 Prohibited DCC USE/Capital Equipment/Gift Cards

The DCC cannot be used for the following transactions or purchases:

- Alcohol;
- Audio visual equipment which has not been approved by Media Services;
- Biological agents;
- Capital Development Board purchases;
- Carpeting and draperies;
- Cash advances;
- Charter bus and charter air;
- Chemicals and gases;
- Coin-operated devices;
- Computer equipment, peripherals, and software which have not been approved by Fiscal Agent in the department;
- Construction/renovation;
- Contracts-two party signed agreements for good and/or services, including professional and artistic services and maintenance agreements; services involving labor, indemnity, and/or insurance requirements (for example, tent rental, leases, catering, on-site repairs or those with independent contractors which may require IRS 1099/1042 forms);
- Controlled and prescription drugs;
- Donations;
- Equipment for which information has not been submitted to the Business Office (Fixed Asset Records);
- Explosives;
- Fines, late fees or penalties;
- Fuel;
- Furniture;
- Gift Cards
- Imported goods that must go through customs;
- Items purchased from University employees, their spouses, or children; business concerns of which an employee (spouse or children) is a sole or principal owner; corporations of which an employee (spouse or children) is a major officer or primary employee;
- Live animals;
- Logo/licensing items;
- Office telephones and cellular phones, calling cards, pagers;
- Personal items;

- Postage;
- Printing;
- Purchases involving trade of University property;
- Radioactive materials;
- Travel expenses: Meals and entertainment;
- Rental cars;
- Weapons, ammunition, and
- Wireless communication equipment.

Additional items may be added to this list at the discretion of the individual department head or the Purchasing Department.

Be aware that the DCC accounts can be tailored to the specific needs of each cardholder. Thus, allowable transactions can vary from card to card. Requests for exceptions are to be made in writing to the DCC Administrator with approvals by the Approving Supervisor and Appropriate Vice President and the DCC Committee.

7.1 Penalties for Misuse of DCC

7.1.1 The DCC must never be used to purchase items for *personal use or for non-University purposes even if the cardholder intends to reimburse the University.*

7.1.2 “State Officials & Employees Ethics Act – As a purchasing agent of Illinois State University, each cardholder agrees to use the card in accordance with the guidelines set forth in the State Officials and Employees Ethics Act. Information regarding the Act may be found at: [7.1.3 A cardholder who makes an unauthorized purchase with the DCC, as defined in Section 7, or uses the DCC in an inappropriate manner may be subject to disciplinary action including card cancellation and possible termination of employment. A cardholder may also be liable for the total dollar amount of such unauthorized purchases plus any administrative fees charged by the bank in connection with the misuse. When appropriate, notification of fraudulent use will be shared with both the Campus Police and with the Normal Police Department for possible criminal prosecution. Approving Officials are encouraged to contact the DCC Administrator to report misuse and coordinate appropriate disciplinary actions.**](http://www.ilga.gov/legislation/ilcs/ilcs5.asp?ActID=2529&ChapAct=5%20ILCS%20A0430/&ChapterID=2&ChapterName=GENERAL+PROVISIONS&ActName=State+Officials+and+Employees+Ethics+Act.”</h3></div><div data-bbox=)**

7.2 Splitting or Stringing Purchases

When using the DCC, splitting or stringing or orders is strictly prohibited. Repeated occurrences shall result in cancellation of the card.

An example of stringing is if a cardholder wants to purchase items totaling \$2,600.00 at one time from a vendor. The cardholder knows that the single dollar limit per transaction is \$2,500.00. Some items are then bought on one transaction and the other items are bought on a second transaction, thus avoiding the transaction limit.

7.3 Department Warning

The administrator shall give warnings to the Primary Approving Official (V.P. Dean, Fiscal Agent) for improper use of the DCC, including lack of original documentation over one or more cycle periods which may result in:

- Letter of Notice
- Suspension of card for a specified period
- Termination of DCC privileges
- Suspension or termination of employment
- Legal action in accordance with the terms and conditions of the “Agreement Form”

8. Grant and Contract Expectations

Grant and contract expenditures can be made with the DCC. However, such purchases are limited to those costs that can be identified with a particular sponsored project and meet the specified criteria for direct costs.

9. Declined Cards

During a transaction a cardholder’s DCC could be declined due to *Merchant Commodity Codes (MCCs)*, single transaction, or monthly spending limits, etc. If this should occur, call Administration 438-3373.

For every transaction or purchase, the MCC of the vendor is compared to the list of authorized MCCs for the DCC being used. If a vendor has a MCC that is not included as an authorized code, the transaction will be refused. MCC’s and card limits provide the University and the cardholder additional security that the DCC will not be misused.

9.1 Transactions are posted on PaymentNet daily as they are received from the bank.

9.2 Card Manager reviews transactions on PaymentNet and, if necessary, reallocates each charge to the appropriate University account number.

9.3 Card Managers approve the cardholder’s transactions on PaymentNet. In the absence of the Primary Approving Official, the Secondary Approving Official assumes responsibility.

9.4 The Card Manager must reconcile the JP Morgan statement each month. **Card Managers shall not approve their own purchases. A supervisor must approve for Card Managers purchases.**

9.5 Any discrepancies in billing must be marked as disputed charges on PaymentNet.

9.6 The Cardholder’s Commercial Card Statement must be approved by Card Manager and Fiscal Agent verifying that all charges made within the billing cycle match the charges on the statement. Billing cycles run from the 28th of one month to the 27th of the next month. The exception is if the 27th falls on a weekend or holiday. (See Billing Cycle Schedule.)

- 9.7** The signed Commercial Card Statement, and all receipts shall be filed in Hovey Hall, or Business Office. Original receipts pertaining to Grants will be filed in Hovey Hall, room 105 according to the grant's guidelines.
- 9.8** If receipts are missing, the cardholder must request a copy from the vendor. If unable to obtain a copy from the vendor, an *Affidavit for Lost Receipt* form is acceptable only if vendor was unable to provide a receipt copy.
- 9.9** If a transaction is not approved by the required date (see Billing Cycle Schedule), the following action will take place:

If not approved within:

- 10 days: An e-mail reminder will be sent to the Card Manager and Primary Approving Official;
- 20 days: Payments will be made to the bank and the Card Manager's default account will be charged;
- 45 days: The DCC will be cancelled and any finance fees incurred will be charged back to the department..

10. Disputed Transactions

10.1 Dispute of Statement Item

Items that appear as daily on-line charges from J.P. Morgan Chase may be disputed, as long as the disputed transaction is reported to J.P. Morgan within sixty (60) days after the statement's closing date.

If there is a problem with a charge, the cardholder or the Card Manager should first contact the vendor where the purchase was made and try to resolve the discrepancy. If this does not remedy the situation, the Card Manager should immediately dispute the transaction on Payment Net or contact the DCC Administrator at 438-3373.

During J.P. Morgan Chase's investigation, they will not issue a credit to the DCC account in question for the disputed amount until the dispute has been resolved.

When the investigation is complete, the Card Manager will be notified of the resolution. Account adjustments will be made as necessary.

11. Payment

Illinois State University pays J.P. Morgan Chase weekly via ACH.

12. Audits

Purchasing and Internal Auditing will conduct random and scheduled audits. Inappropriate use of the DCC will be dealt with in accordance with the policy and procedures manual.

13. Lost, Stolen, Misplaced, or Damaged Cards

Cardholders are responsible for always keeping the DCC secure.

Immediately upon realizing the DCC is lost, stolen, misplaced or damaged, the cardholder must notify all of the following:

- J.P. Morgan Chase/Payment Net 1-800-270-7760
- Card Administration
- Card Manger

14. Cancellation of Cards

If a cardholder terminates employment, transfers to another department or assumes different duties that do not require the use of the DCC, the Card Manager should cut up the card and e-mail the Card Administrator to cancel the card, including the reason and date of termination (i.e. left dept or no longer at University).

15. Updating Cardholder/Department Information

Changes to update Cardholder or Department information must be submitted via e-mail or in writing to the DCC Administrator.

When a new Card Manager assumes responsibilities for existing cardholders, the DCC Administrator must be notified immediately at 438-3373.

16. Definitions

- Affidavit for Lost Receipt**: The form that must be completed when a receipt is lost and cannot be obtained from the vendor or J.P. Morgan Chase.
- Assistant DCC Administrators*: The Illinois State University employees from Purchasing (along with the DCC Administrator) responsible for administering the DCC Program for the University.
- Cardholder*: The Illinois State University employee who has been authorized by the Fiscal Agent and the DCC Administrators to make purchases on the DCC. This person is accountable for all charges he or she makes with that card.
- Conflict of Interest Disclosure**: The form must be completed to identify an actual or potential situation in which the personal interest of a vendor or employee are, or appear to be, in conflict with the best interest of the University.
- Commercial Card Statement*: A report available from J.P. Morgan Chase through PaymentNet detailing transaction activity for an individual card account number for purchases made during the monthly billing cycle.
- Fiscal Agent*: The Illinois State University employee who has been assigned responsibility for an account through an approval process.

- g. *Merchant Commodity Code (MCC)*: The MCC is a four digit code assigned to every vendor that accepts MasterCard. Examples: The MCC #5411 – Grocery Stores, #5251 – Hardware, #5311 – Wal-Mart

MCCs are assigned by the vendor's bank. Illinois State University has no control over what MCC is assigned to a vendor.

- 16.8** *Monthly Spending Limit*: The total amount of charges allowed per card per month.
- 16.9** *PaymentNet*: An Internet-based financial reporting system owned by J.P. Morgan Chase. The system is a secure web site, which is derived and maintained by J.P. Morgan Chase, using the vendor's internal servers. Access to PaymentNet requires a secure password for the cardholder and Card Manager in order to review, change and approve DCC transactions. The DCC Administrator sets up your password.
- 16.10** *DCC Administrator*: The Illinois State University employee from Purchasing responsible for administering the DCC Program for the University and acting as the main contact between Illinois State University and J.P. Morgan Chase.
- 16.11** *Card Manager*: The Illinois State University employee within each Department who is primarily responsible for approving a cardholder's transactions for payment in the PaymentNet system. Card Managers have the ability to reallocate individual charges to multiple account numbers. A Card Manager may oversee more than one cardholder account, depending on how the Department elects to manage its accounts. The Card Manager is also responsible for verifying that all charges against the cardholder's account for that Department are backed up by the appropriate supporting documentation and that the documentation is received and retained in the Comptroller's Business Office in Hovey Hall 102.
- 16.12** *Departmental Credit Card (DCC)*: A J.P Morgan Chase MasterCard issued to an employee of Illinois State University for the purpose of making authorized business-related purchases on behalf of the University. The University will issue payment to J.P. Morgan Chase for charges made with DCC.
- 16.13** *Department Credit Card Agreement**: An agreement form signed by the cardholder and the Fiscal Agent, which verifies that the cardholder has read and understands the guidelines set forth in the DC Program Policy and Procedures Manual and agrees to comply with them.
- 16.14** *Department Credit Card Application**: The form to be completed by prospective cardholders to obtain a DCC.
- 16.15** *Primary Approving Official*: Vice President, Dean, or Fiscal Agent
- 16.16** *Secondary Approving Official*: Assumes responsibilities in the absence of the Card Manager.
- 16.17** *Single Transaction Limit*: The total dollar amount (as determined by DCC Administrators) allowed for a single purchase. The single purchase may include multiple items by the total dollars expended may not exceed the cardholder's limit.
- 16.18** *Splitting or Stringing*: Splitting or stringing purchases is the practice of processing multiple transactions with a vendor in order to avoid the transaction limit.

16.19 *Supporting Documentation:* A vendor-produced or non-University document that records the relevant details for each item purchased including quantities, dollar amounts, a description of what was purchased, the total charge amount, and the vendor's name and address (i.e. sales receipt, original invoice, credit receipt, etc.).

16.20 *Datatel Account Number:* The Illinois State University general ledger account numbers assigned to a DCC. Each DCC will have a primary default account number assigned to it. All charges made with the DCC will be posted to the default account number if the charges are not reallocated in the PaymentNet system by the designated deadline.

16.21.1 *Vendor:* One who sells goods or services.

For DCC updates visit Illinois State University's website at www.comptroller.ilstu.edu/creditcard/
University Policy Web Site: <http://www.policy.ilstu.edu/fiscal/7-1-36.shtml>