Student Organization
Credit Card Program

Help us make this a successful program for the student organizations of
Iowa State University

Jamie L. Rehlander, Manager
Campus Organizations Accounting Office
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Introduction

As a university student holding an officer position for a student organization, you have been trusted to carry a credit card with the university’s name on it. This trust may be equated to responsibility. The intent is to reduce the number of paper vouchers processed and to gain purchasing power at vendor establishments which do not accept our vouchers.

For the cardholder and their student organization, using the credit card will provide quicker turn-around time on orders, widespread acceptance by vendors, and reduced paperwork processing.

Each Student Organization Credit Card is issued to a named individual and the university is clearly indicated on the card as the corporate buyer of products and services. This card and account number may not be used by any other person than the named cardholder. This is part of our agreement with U.S. Bank. The card is not to be used for personal transactions.

The Campus Organizations Accounting Office, the university Internal Audit Office and the State Auditor’s Office will monitor the performance of the Student Organization Credit Card Program.

Questions or concerns regarding the policy should be directed to:

Jamie Rehlander  
Accountant & Manager  
Campus Organizations Accounting  
3578 Memorial Union  
(515) 294-5182  
jlr@iastate.edu

Questions about the credit card procedures or the reconciliation system should be directed to:

COA Student Desk, 294-1633

OR

Peg Highland  
Clerk IV  
Campus Organizations Accounting  
3578 Memorial Union  
(515) 294-6015  
phighlan@iastate.edu

To activate your card:

Call US Bank at 1-800-344-5696  
You may need this information:  
Last 4 of SSN: 0000

Business phone: 515-294-5182  
Billing Zip: 50011  
Billing Address: 3578 Memorial Union
Policies and Regulations

These policies are subject to change and are not meant to be an all-inclusive list of policies. All other Campus Org. Accounting policies are in effect as well.

1. **You may not share this card**...only you (the cardholder) may possess or use this card. It will be considered a violation if a card is shared and the card will be terminated. The group will not have an opportunity to obtain another card for that academic year.

2. **Trademark** items may not be purchased on the p-card unless you are POSITIVE that they hold a license to print university owned trademarks, (e.g. ISU, Cyclones, campanile, Cy)

3. The university credit card is meant to purchase items from vendors for the purposes of benefiting the student organization and may not be used for personal purchases.

4. The university is sales tax exempt, so it is the responsibility of the cardholder to ensure that sales tax is not charged. On our webpage, under expenses, you’ll find Sales Tax Exempt Information which will help if you are traveling out of the state of Iowa.

5. Payment for alcohol, guns and ammunition, and personal services are prohibited with the university credit card.

6. **Gift cards:**
   a. Policy: If gift card is under $75, we need name of recipient and purpose
   b. If gift card is over $75, we need name of recipient, purpose of gift card and a W9.

   **HINT:** Do not buy the gift cards more than 3-4 days before giving them out so that you have the necessary information!

7. Purchases must be made with the implied consent of both the treasurer and advisor of the student organization.

8. **Do not split transactions.** If your card needs a higher limit, please contact the p-card administer, Jamie Rehlander at jlr@iastate.edu. You will need to cc the advisor and treasurer (if not the cardholder). The monthly billing cycle is the 12th – 11th.

9. **Original, itemized receipts** must be provided to the treasurer immediately after purchase. Please print [cardholder name] on the receipt. Itemized receipts must have all the detail of the items purchased and the per-item dollar amount.

10. The cardholder must contact US Bank, the Iowa State Police and Campus Org. Accounting immediately when:
       1. The card is stolen
       2. The card is lost
       3. Suspected fraudulent use

11. If there is a change in officers, the new treasurer will need to be trained to process the transactions. Please notify our office immediately if your officers change. We will let you know what the next steps are.

12. When closing the account, please bring the p-card into our office. We will shred the card. At this time you will receive a receipt stating you turned in the card and the account will be closed to any further transactions.

13. The treasurer has 10 days from the date the transaction posts to Access Plus, to validate and submit the original, itemized receipt to Campus Organizations Accounting. There is an email notification.

14. After COA has reallocated the purchase, the advisor must approve the purchase within 10 days. There will be an email notification.

Campus Org. Acctg. 294-1633
US Bank—1-800-344-5696
ISU Police 294-4428
To Advisors with Dept. P-cards…what is different?

The student organization credit card may be used for items such as:

- Travel-related expenses (e.g. hotel rooms, registration, air travel). However, we would not like to see small dollar expenses for items such as meals at fast food restaurants.
- Subscriptions
- Flowers
- Gift cards
- Computers, furniture
- No lost receipt form permitted
- No hospitality screen where you need to list the attendees

To Cardholder, what can you buy?

- Supplies
- On-line purchases
- Food
- Travel arrangements…airline, hotel, etc.
- All of the items mentioned above in the advisor with dept. p-cards section

- When in doubt, please call us at 294-1633
The Reconciliation Process

The online reconciliation process will be illustrated using the next few pages. The overview of the process is that the treasurer will “validate” the purchase on A+, the Campus Org. Accounting staff will “reallocate” the purchase and the advisor will “approve” the purchase on A+.

As for the paper reconciliation process: Your statement will be placed in the cardholder file and COA staff will reconcile your statement with the receipts.

1. VALIDATOR (the treasurer)
The programming system will send the treasurer a notice via email when a transaction has posted to the university credit card account from a cardholder in your student organization. The treasurer will log in to A+ and go to the UBusiness tab. After clicking on P-Card on the left of the screen, you will go to the inbox and you’ll be able to see transactions that are waiting to be processed. At that time, with the receipt from the cardholder in hand, the treasurer will enter the general description of what was purchased and hit the button called “validate” at the bottom of the screen. Then, the treasurer brings the original, itemized receipt to 3578 Memorial Union.

2. REALLOCATOR (Campus Org. Accounting)
Each day, the staff at campus org. accounting will check to see if there are transactions requiring processing. Our office will assign a “class code” and check for the allowability of the items purchased, check for unallowable purchases and that there hasn’t been sales tax charged to the item. If the receipt has arrived to the office, the transaction will be “reallocated”. The receipt will be filed in the cardholder file.

3. APPROVER (the advisor)
The programming system will send the advisor a notice via email when a transaction has been reallocated to the club account number and is ready for a final approval. The purchases must have been made with the implied consent of the advisor so that they are not surprised to see a charge appearing. This is the final step before the transaction posts to the account and appears on the project statements. The advisor does not see the documentation unless the treasurer has made a copy for them. The original, itemized receipts will be held at Campus Org. Accounting for 10 years. The advisor will go to E-forms approval in Access Plus under the U-Business tab and “browse forms for approval” after setting the E-form type to “Pcard”. Locate the transaction to approve. If you approve of the purchase, click on the button “approve” at the bottom of the screen.
Treasurer: The Validator

1. Log in to A+
2. U-Business tab
3. P-Card User - CO
4. Inbox
5. Click on transaction to approve
6. Enter items purchased
7. Validate transaction by clicking on Validate
8. BRING THE RECEIPT TO COA!
1. Log in to A+
2. U-Business tab
3. P-Card User – CO
4. Update a transaction
5. Add account number and class code
6. Reallocate
Advisor: The Approver

1. Log in to A+
2. U-Business tab
3. E-forms approval
4. Set E-form Type to PCARD
5. Browse forms for approval
6. Click on transaction to approve
7. Approve transaction by clicking on approve at the bottom