



CONTROLLER'S OFFICE PROGRAM EXPENSE CARD PROGRAM

CARDHOLDER PROCEDURES

- Cardholder must be a USC employee.
- The Program Expense Card is to be used only for approved University Program expenses.
- Cardholder receives card after training and execution of Program Expense Cardholder Agreement and Cardholder Procedures.
- Responsibilities include:
 - Sign Program Expense Card Request Form, Program Expense Card Update Request Form, if applicable.
 - Verify address on BOA cover letter – submit update request if needed.
 - Activate card. Reminder letter sent to cardholder if card not activated within 30 days.
 - Treat Program Expense Card with at least the same level of care as a personal credit card.
 - Maintain card in secure location and carefully guard the account number.
 - Ensure the card is only used for approved University Program expenses.
 - Ensure that the card is only used by the approved cardholder.
 - Have arrangements for alternative form of payment if card denied. Notify Treasury Team of decline for assistance.
 - Obtain all sales slips, register receipts and any other documentation, and provide such to liaison for reconciliation, approval, and allocation of transactions. Deadlines apply.
 - Attach a copy of monthly cardholder statement to monthly expense report.
 - Notify and provide documentation to Treasury Team of transactions to be disputed.
 - Do not accept cash in lieu of a credit to the card account.
 - Immediately report a lost or stolen card to Bank of America @ **1-888-449-2273** (24/7).
 - Immediately notify Treasury Team of a lost or stolen card at the first opportunity during business hours.
 - Immediately notify Treasury Team at the first opportunity during business hours of any communication from Bank of America regarding possible fraudulent activity on the card.
 - Self-report program violations to Treasury Team.
 - Return the card to Treasury Team upon terminating employment with USC or change in employment functions. Liaison or cardholder to contact the Treasury Team to cancel card.
- Violations of policies/procedures include (but are not limited to):
 - Making personal or non-program related transactions on the card.
 - Failing to provide receipts or documentation in a timely manner.
 - Allowing another person to use the program expense card.
- Recurring violations of the policies and procedures will result in the card being revoked or other disciplinary action, including possible employment termination.
- If proper documentation is not provided or if funds are used for unauthorized expenses, the Payroll Department will deduct the outstanding balance from future payroll check(s).
- The Controller's Office will conduct random compliance audits of the cardholders' purchases and related documentation.

PRINTED CARDHOLDER NAME _____

CARDHOLDER SIGNATURE _____ **DATE** _____