

**PROCEDURE NUMBER:** FINA 2.70 Procedure

**SECTION:** Administration and Finance

**SUBJECT:** Card Programs

**DATE:** December 1, 2024

**REVISION:**

**Procedure for:** All Campuses

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**Issued by:** Administration and Finance – Controller’s Office

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## **Procedure**

The University Administration and Finance Division, Controller’s Office, will ensure compliance with University Policy FINA 2.70. This procedure is applicable to campuses, units, departments, and employees utilizing the Controller’s Office Card Programs. The purpose of this procedure is to supplement the associated policy by providing additional resources, detail, and guidance on the Card Programs.

*Note: This procedure does not encompass the Purchasing Card. Refer to respective Purchasing Department policies and procedures for guidance on the Purchasing Card.*

### **A. Program Expense Card**

The Program Expense Card is a credit card used for educational programs (e.g., Study Abroad, summer programs, student/campus life, etc.) and participant incentive payments<sup>1</sup> (e.g., research participants). The Program Expense Card offers flexibility for research participant payments through the ability to purchase physical and electronic gifts cards, make cash-equivalent payments through applications such as Venmo and PayPal, and provide variable payment amounts. Program Expense Card purchases/statements are settled through PeopleSoft expense reports and the accompanying workflow approval process, with final approval by the

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<sup>1</sup> An alternative method for obtaining incentives for participants is through the [Tremendous](#) platform. This option allows flexibility by providing the participants with a wide range of merchant options to receive their incentive payment. The Controller’s Office maintains a central Tremendous account and will grant access to funds for incentive payments through an electronic [Tremendous Request Form](#). Once access is granted, the departmental research team can create their campaign and quickly and easily send bulk incentives to participants.

Controller's Office. All expense reports are reviewed by the Controller's Office Treasury Management Team before final approval.

Where total payments to non-University parties (e.g., program participants), including gift cards purchased through the Program Expense Card, are expected to exceed \$600 per calendar year, departments are responsible for obtaining Form W-9s from those participants and submitting that information to the Controller's Office Tax Team no longer than January 15<sup>th</sup> of the following calendar year for Form 1099 preparation.

Providing gift cards provided to University employees is highly discouraged. The total amount of any employee payments including cards received by a USC employee with corresponding USC ID must be submitted to the Controller's Office by December 10th of the calendar year of payment. The amount will be added to the employee participant's W-2 for the year.

Prior to card issuance, all users/cardholders are required to complete the Program Expense Card Training. Refer to the [PeopleSoft Finance Training Schedule](#) for upcoming dates.

Questions regarding the Program Expense Card should be directed to the Controller's Office Treasury Management Team at [cards@mailbox.sc.edu](mailto:cards@mailbox.sc.edu).

## **B. Travel Card**

The Travel Card is a credit card used for certain travel expenses. The primary intent of the Travel Card is to reduce the monetary burden of the traveler. Travel Card purchases/statements are settled through PeopleSoft expense reports and the accompanying workflow approval process, with the Controller's Office Travel Team reviewing each expense report before final approval.

Either an Individual Travel Card or Department Travel Card are available through this program. Individual Travel Cards are authorized for airfare, hotel, and registration expenses attributed to the individual traveler. However, Department Travel Cards are authorized for airfare and registration for employees, students, and non-employees. Hotel expenses are not authorized for Department Travel Cards.

Travel Card purchases are restricted through the use of Merchant Category Codes (MCC). The MCCs associated with unallowable purchases are blocked, which prevents the card from being used in an authorized manner.

Questions regarding the Travel Card should be directed to the Controller's Office Travel Team at [travelcard@sc.edu](mailto:travelcard@sc.edu).

### **C. Team Card**

The Team Card is a credit card used for certain expenses related to athletic team travel that incorporates the entire team/group, including hotel, transportation, meals, gas, unforeseen incidentals, etc. Team Card purchases/statements are settled through PeopleSoft expense reports and the accompanying workflow approval process.

The Team Card is not to be used for meal per diem (except on an unplanned/emergency basis), vehicle repair, medical expenses, recruiting expenses, non-team travel expenses, alcohol, tobacco, casinos and other such prohibited activities, and other non-travel expenses. Team Card expenses are subject to monthly review by the Controller's Office Treasury Management Team and must comply with applicable National Collegiate Athletic Association (NCAA) requirements.

The cash advance option is available with the Team Card, with the following guidelines/stipulations:

- Intended for emergency use only, not meal per diem.
- Default maximum of \$500 per billing cycle.
- A PIN letter will be separately mailed to the cardholder upon receipt of the Cardholder Agreement.
- A fee of 2.5% of the transaction amount, with a minimum of \$5.00 plus any other Bank of America fees, may apply.
- Use of Bank of America ATMs is strongly encouraged.

Questions regarding the Team Card should be directed to the Controller's Office Treasury Management Team at [teamcard@mailbox.sc.edu](mailto:teamcard@mailbox.sc.edu).

### **D. Card Request, Issuance, and Use**

To request a Program Expense Card, Travel Card, or Team Card, the respective request form must be completed and submitted to the Controller's Office at the appropriate mailbox. Each request must be associated with a University employee and receive Department Head approval, both of which must provide their signature. Specific spending limits, including both single transaction and monthly limits, will be requested through the completion of this form. Limits should not be excessive, instead they should be reflective of departmental need and the employee's specific job duties.

- [Program Expense Card Request Form](#)
- [Travel Card Request Form](#)
- [Team Card Request Form](#)

The cardholder, and the departmental liaison, if applicable, is responsible for completing the respective cardholder agreement and submitting it to the Controller's Office at the appropriate mailbox before the card is available for use.

- [Program Expense Cardholder Agreement](#)
- [Team Cardholder Agreement](#)

If a change is needed after card issuance, the respective update form must be completed and submitted to the Controller's Office at the appropriate mailbox. This could include changes to chartfields, cardholder information, suspension, deactivation, and card limits. These change requests require signatures from the cardholder, Department Head, and the departmental liaison, if applicable.

- [Program Expense Card Update Form](#)
- [Team Card Update Form](#)

Itemized receipts are required for all card transactions. If a receipt is missing, the cardholder is responsible for contacting the respective vendor and requesting a duplicate receipt. However, if these attempts are unsuccessful, a Missing Receipt Affidavit may be completed and submitted with the monthly statement, which requires signatures from both the cardholder and their immediate supervisor. Repetitive use of this method may signal improper stewardship of the card, which will subject the cardholder to loss of card privileges.

- [Program Expense Card Missing Receipt Affidavit](#)
- [Team Card Missing Receipt Affidavit](#)

## **E. Cardholder Responsibilities**

When a cardholder/user signs the respective Cardholder Agreement, they are attesting to the fact that the restrictions, responsibilities, and requirements outlined in this procedure, and the accompanying policy, will be adhered to. These responsibilities also include:

- Sign and submit the respective Card Request Form, and any respective Card Update Request Forms are completed and submitted promptly, as needed.
- Sign and execute the respective Cardholder Agreement.
- Complete any required training prior to card issuance.
- Ensure all card expenses have a legitimate benefit for the University and adhere to the restricted uses of each specific card.
- Verify the address on the Bank of America cover letter occurs, with any update requests submitted, as needed.

- Activate the card promptly. *If not activated within 30 days, a reminder letter will be sent to the cardholder. Cards will be automatically cancelled if not activated within two years.*
- Treat the card with at least the same level of care as a personal credit card.
- Maintain the card in a secure location and carefully guard the account number.
- Ensure the card is only used by the approved cardholder.
- Have arrangements in place for alternative forms of payment in the event the card is denied and notify the appropriate Controller's Office Team of the decline.
- Attach a copy of the monthly cardholder statement to the monthly expense report.
- Obtain complete receipts and other documentation to support purchases and provide such support to the departmental liaison for review, reconciliation, approval, and allocation of transactions.
- Notify the appropriate Controller's Office Team of any disputed transactions, providing appropriate documentation accordingly.
- Immediately report a lost or stolen card to Bank of America (1-888-449-2273, 24/7 line).
- Notify the departmental liaison and/or appropriate Controller's Office Team at the first opportunity during normal business hours of a lost or stolen card.
- Notify the departmental liaison and/or appropriate Controller's Office Team at the first opportunity during normal business hours of any communication from Bank of America regarding possible fraudulent card activity.
- Self-report any program violations to the departmental liaison and/or appropriate Controller's Office Team promptly.
- Return the card to the departmental liaison and/or appropriate Controller's Office Team and request cancellation upon termination employment with the University or change in employment functions.

## **F. Resources and Forms**

Resources, trainings, and guides can be found on the Controller's Office website under the following sections:

- General Accounting → Treasury Management
- Resource and Training Toolbox → Business Manager, Grant Administration, Forms