THE-CARD GUIDELINES

- THE-Cards are used for all purchases related to Travel, Hospitality and Events.

- New THE-Cards are given $3000/$7000 limits once you sign the cardholder agreement for managing and using your THE-Card.

- To change limits, email PCard@uakron.edu with your supervisor copied and the desired funds for single purchase and overall limits and length of time you need these limits.

- THE-Cards users should first create a Spend Authorization for intent to use your THE-Card.

  - You can then link this spend profile to your Expense Report for transaction reconciliation.

- Verifying transactions, for THE-Card, go to "Expenses" > "Create Expense Report"

  - additional help and information can be found on the Purchasing Website.

- Verify (Reconcile Transactions) are required within a 2-week period from purchase or severe budget reporting errors will result.

- PIN numbers are required.

- Register all THE-Cards with Global Card Access for better card management.

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THE Card Processing

THE-Cardholder creates a Spend Authorization. Routes for Approval. THE-Card limits typically set at $3000 Single Purchase/$7000 Billing Period.

THE-Cardholder uses card to book travel for travel-related expenses, or for hospitality event purposes.

THE-Card transactions feed into WD from Bank of America.

THE-Cardholder initiates **"Create Expense Report"** referencing the Spend Authorization. THE-Card transactions appear within the Expense Report for verification.

IMPORTANT

THE-Card transactions not reconciled within 2 weeks of purchase will **severely** affect budgets and use of future funds.