DECLINING BALANCE CARD POLICY/PROCEDURES

Declining Balance Card

A Declining Balance Card (DBC) is a pre-loaded Visa card issued by Bank of America to be used by OU employees when accompanying student travel groups. This card is loaded with a specific dollar amount and the card remains active until either the funds are exhausted or a specific deadline date is reached. These cards are more restrictive than normal Purchasing Cards (Pcards) as the amount funded on the card is based on the budget for the trip and purchases are restricted to approved merchant types only. These cards are limited to transactions that do not require a signed contract. Cards can only be issued to full-time Norman campus employees who are travelling with student groups. Expenses authorized on the DBC are restricted to student meals, lodging, onsite registration, admission, transportation, and certain miscellaneous expenses. Employee meals and lodging are allowed charges ONLY when accompanying students who are participating in the authorized student group travel. The employee must stay at the same hotel and eat at the same restaurant with the students in a coach/sponsor role to be considered an authorized expense. While these cards may be utilized for the majority of expenses associated with student travel, it is recommended that an alternative method of payment be available for transactions not suitable for the DBC.

Requesting a Card

To request a card, submit a DECLINING BALANCE CARD APPROVAL form located in Crimson Corner https://cc.ou.edu under Pre-Approval Forms. The budget worksheet will include details such the anticipated date of the first charge (this is the date the card will become active), travel begin and end dates, total number of nights of travel, an estimated number of travelers, an estimated amount to be spent for each expense type, etc. Financial Services will review the budget and if necessary forward to Purchasing for additional approvals. Please note the DECLINING BALANCE CARD APPROVAL form should be submitted no later than 3 weeks prior to the anticipated date of the first charge or the trip begin date (whichever is earlier). Submissions after that date may not allow enough time for approvals and/or card creations. If approved you will be notified that you can submit a DBC application located at http://www.ou.edu/purchasing/pcard/DBC/index.html. It should be completed and forwarded to proadmin@ouhsc.edu for processing. Once the card has been received by the Purchasing Department, the cardholder will be notified to pick up their DBC and to sign the Declining Balance Card Agreement located at http://www.ou.edu/purchasing/pcard/DBC/index.html Requests to alter a previously approved budget by either amount or time frame must go through the same approvals as the initial request and should be made as far in advance as possible.

Using the Card

The DBC can be used like any other credit card with merchants that accept Visa. The card is enabled with Chip and PIN technology meaning that it is a standard-size credit card with both an embedded chip and a traditional magnetic stripe. The PIN (Personal

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Identification Number) will be sent separately from your DBC and will be shipped via regular mail to your campus address. While the PIN is not currently required in the US for regular use, PINs are standard in other countries and may be required if you travel outside of the US. Please note that although the card will be issued with a PIN, cash withdrawals are not permitted.

Cards are embossed with the University's Federal Employer's Identification Number (FEIN) and are exempt from Oklahoma state sales tax. It is the responsibility of the cardholder to ensure that the exemption is upheld and that tax is not paid within the state of Oklahoma.

The cardholder is the only authorized user of the card and allowing another individual to use the card will deem the card as compromised and result in it being cancelled. Documentation must be retained for each transaction and include sufficient information to identify the expense.

Reconciling Transactions

DBC transactions will post in the same Works database in which Pcard transactions post. Transactions will post a few days after the charge is made and are to be reconciled by the approver. As these transactions are preapproved, they only need to be signed off on by the approver of the card. DBC transactions will abide by the same cutoff deadlines as Pcard transactions. Cutoff dates for the current year can be found at http://www.ou.edu/purchasing/pcard/index.html.

DBC Auditing

All original receipts and supporting documentation should be submitted to Financial Services no later than 30 days after the end of the approved budget date for the travel event. You must attach a Declining Balance Card Travel Roster for each trip http://www.ou.edu/controller/fss/dwnload/DBC%20Travel%20Roster.xlsx . Download to Excel the Bank of America Works database listing of all charges for your DBC. Instructions for how to download this file are found at the end of this document. Next, go to the FS website and download the DBC Audit Worksheet http://www.ou.edu/controller/fss/dwnload/DBC%20Audit%20Worksheet.xlsx . Copy the columns in your downloaded database (highlight only the columns needed and not the entire sheet) and paste them into the DBC Audit worksheet. You must enter the required information in columns Q-Y for each transaction line. When this is complete email the spreadsheet to fss@ou.edu. In the email body include the original Requisition # from the approved DBC budget in Crimson Corner, as well as the trip name and date.

You still need to send to Financial Services all original receipts and supporting documentation. Include as the first sheet a print out of the DBC Budget approval from Crimson Corner. It will help greatly if the receipts are in the same order as the BOA download above. Please note in English a description of the transaction on each

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receipt. For each lodging receipt you will need to include in the documentation a print out of the State Department http://aoprals.state.gov/content.asp?content_id=184&menu_id=81 or GSA http://www.gsa.gov/portal/content/104877 per diem rate for the location in which you are staying. If you are traveling to more than one destination you will need the rate for each location. An Agency-Sponsored Designated Lodging notice, located at http://www.ou.edu/controller/fss/forms.htm, is required for anything over the allowable rate.

Printing a Pcard report in Excel format

Log in to Works, click on Reports on the top left menu. Using the drop-down menu, select "Template Library".

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Select "Transaction Summary" and click Run.

Under "Output Formats", uncheck the box next to PDF, and make sure the box is checked next to Excel. Submit report.

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Click on XLS link under Output Type(s) for Excel spreadsheet.

Financial Services will conduct an audit of all expenses after each trip has concluded. Cardholders are required to provide sufficient documentary evidence to support all charges made using the DBC. Documentation should be in the form of an original receipt, which includes the date, vendor name, description of the goods/services purchased and the total dollar amount. Transactions will be audited for compliance within the terms and limits of the approved budget. Failure to retain documentation or comply with budgeted categories and/or limits can result in the DBC being cancelled and future DBC requests rejected. Intentional mishandling of the card will be considered misappropriation of University funds and may result in disciplinary action, up to and including termination. Legal action may also result.

DBC Documentation

All original receipts and supporting documentation should be submitted to Financial Services no later than 30 days after the end of the approved budget date for the travel event. Supporting documents includes a printed report from the Bank of America Works database listing all charges for that time period. The report should be signed by the cardholder and the reviewer indicating that the charges have been reviewed and are valid. Small receipts should be taped to a blank sheet of paper.

Following are examples of possible expenses and the supporting documentation that will be required:

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- • ☐ Lodging – hotel receipt listing all charges and the names of the individual(s) that stayed in the room must be provided.
- • ☐ Train or rail tickets – individual(s) name should be listed on the receipt and purpose of travel indicated.
- • ☐ Food – receipt along with a completed and signed Food and Beverage Expense Certification form.
- • ☐ Admission Tickets – receipt for tickets along with a list of the individuals in attendance should be provided.

Contact Financial Services at 325-3021 for any questions regarding documentation requirements.