PROGRAM EXPENSE CARD INFORMATION & PROCEDURES

I. Program Expense Card Overview

General Information:

- The Program Expense Card is a credit card issued through Bank of America in the employee's name.
- This card can be used for student programs (e.g. Study Abroad, summer programs, etc.) & research. participant incentives.
- Cards can only be issued to Full-Time USC employees.
- Program Expense cards cannot be used for individual travel or any purchase subject to procurement.

What is the purpose of the Program Expense Card?

- The Program Expense Card is **solely** for purchases **related to student programming** where the students are the direct recipient of the purchased goods and services.

What can I purchase on a Program Expense Card?

Permissible items include**:**

- Food for USC students participating in a student related/educational program, study abroad, or domestic student trip.
- Purchases made for Student Travel, *including Study Abroad*, such as hotels, meals, entrance fees, etc. For normal employee travel university protocols should be followed, specifically submitting a travel reimbursement for expenses on a TA (travel authorization).
- Program supplies directly related to a student/educational program are permissible.

What are the guidelines for purchasing student-related gift cards with the Program Expense Card?

- Gift cards can be purchased on the Program Expense card, contingent on your funding source, for door prizes or participation rewards. USC employees are not eligible to receive a gift card. *For students who are employed by the university as student workers their gift card distribution should be reported to the payroll department as taxable income, per IRS regulations.* It is recommended that all gift card recipients sign an acknowledgement of receipt. A justification of the educational use of the gift cards is always required to justify the use of gift cards in the expense report, along with a list of names of gift recipients.

II. Divisional Card Request Procedures

In the Division of Student Affairs & Academic Programs divisional approval is required to issue a purchasing, travel, or program expense card to a divisional employee. The following conditions must be met.

1. The request for a Program Expense card must be tied to job function and a brief explanation of business need, types of anticipated purchases and frequency of use must be provided for each proposed cardholder.

2. Cardholders must follow all policies and procedures for purchasing cards and participate in Student Affairs training. In addition, they must comply with any requests from their Student Affairs card liaison regarding procurement and reconciliation.
3. Proposed cardholders must be willing to support all Student Affairs areas with purchases, if needed.
4. The Cardholder Request Form for each requested card must be completed in conjunction with a Divisional Procurement Team member, then signed by the requestor's supervisor, and submitted through the SAAS Tix.
5. Upon departmental approval, the Cardholder's Request Form will be forwarded by the Divisional Procurement Team to the appropriate office for university approval.
6. The Cardholder is responsible for ensuring that the accounting Chart field string used is accurate for expensing card purchases to the employee's home department.

Note: We recommend proposed cardholders have at least 6 months' experience in their role prior to requesting a card. However, requests for employees with less than six months of USC experience will be considered based on number 1 above.

III. How to obtain your Program Expense Card

All Employees in the Division of Student Affairs must follow the steps outlined below to obtain a Program Expense Card.

1. Prior to submitting a ticket for Program Expense Card Approval, the employees should download and prepare the program expense card request form and have it signed by your supervisor. This will be submitted with your request for Divisional Approval via the SAAS ticketing system.

2. The Employee submits a ticket to the SAAS ticketing system requesting division approval to obtain a program expense card. (Please title the ticket "Approval for Program Expense Card.")

    a. Go to Finance > Divisional Card Approval

    b. Please use the ticket title "Approval for Divisional Program Expense Card - <Employee Name>"

    c. Select "*Program Expense Card*"

    d. The following information will be requested:

        i. Provide a justification for use and describe anticipated expenditures.

        ii. Provide the department's accounting information - PeopleSoft chart field string.

        iii. Provide the estimated frequency of use and anticipated total of monthly expenditures.

        iv. When completed - attach the approval request form for the requested card type, signed by your supervisor/department head. (This will serve as their authorization for the expenditure of In the SAAS ticketing system)

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Upon departmental approval, the Cardholder's Request Form will be forwarded by the Divisional Procurement Team to the appropriate office for university approval. The employee will be notified through the ticketing system when submitted.

e. If you are **not** currently authorized to work in PeopleSoft, you will need to complete the form at the link below – then attach it to your ticket request. The Procurement Team submits it for you.

PEOPLESOFT FINANCE ACCESS FORM

Enter "Employee/Affiliate Contact Information"
Do Not Check Any Boxes - instead - in the "OTHER" area, add this statement:

"Need for Expense Reporting for various cards to include Travel and Program Expense Cards."