Welcome to Cardholder Training
Opportunities for Usage

The Corporate Card is an alternative for:

- Petty Cash Transactions
- Employee reimbursements including travel (<$3,000)
- IR’s
- Small dollar purchases for goods and services (<$1,500)
- Events
Unauthorized Purchases

- Purchases for personal use
- Animals
- Splitting transactions
- Capital equipment ($5,000+)
- Weapons and ammunition
- Controlled substances
- Long-term leases and rentals
- Medical/Surgical supplies used in the hospital or clinical patient care areas
- Payments to employees for services
- Non ENERGY STAR compliant appliances and electronics
- Gas for personal vehicles
<table>
<thead>
<tr>
<th>Card Profiles</th>
<th>Purchasing I</th>
<th>Purchasing II</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>$20,000 Cycle</td>
<td>$10,000 Cycle</td>
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<tr>
<td></td>
<td>$7,500 Daily</td>
<td>$2,500 Daily</td>
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<td></td>
<td>$1,500 Single Purchase</td>
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<td>20 Daily Transactions</td>
<td>10 Daily Transactions</td>
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<tr>
<td>Purchasing &amp; Travel III</td>
<td>$20,000 Cycle</td>
<td>$10,000 Cycle</td>
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<td>$10,000 Daily</td>
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<td>Travel V</td>
<td>$20,000 Cycle</td>
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How to Make a Purchase

1. Use card to make purchases in person, over telephone, secure internet, mail or fax.

2. Communicate to the supplier that Duke is tax-exempt. (If the supplier requires proof, present or fax the facsimile of Duke’s tax-exempt certificate).

3. If the supplier requests a billing address, provide your campus address. *Do not give the address of Card Services.*

4. Order the desired goods or services and confirm the total cost.
5. Maximum single purchase for goods/services is $1500.00 unless special authorization is received.

6. Obtain receipts for all purchases even if the purchase is made by phone, fax, or secure internet link.

7. Specify delivery instructions, including the information which must appear on the shipping label. (Tell the supplier that the Corporate Card number should not be displayed anywhere on the outside of the package.)
Cardholder Responsibilities

- Use your card strictly for Duke business
- Card should be used only by the approved cardholder
- No cash back for refunds/exchanges
- Cardholder should communicate tax exempt status
- Obtain all sales slips and itemized receipts
Cardholder Responsibilities

Forward all original Corporate Card receipts to your departmental representative on a timely basis (i.e. weekly) for reconciliation purposes. Card transactions that have not been properly reconciled will be written-off to damages and losses during end of period write-offs. Cardholders who have three or more corporate card transactions written-off to damages and losses will have their corporate card privileges suspended.
Cardholder Responsibilities

- Forward monthly statements to Departmental Representative
- Return cards when leaving department/Duke
- Immediately report lost/stolen cards
- Treat card with the same care as your personal cards
- Activate your new Corporate Card
- Read, sign and turn in Cardholder agreement
Compliance Review

- Daily transaction audits
- End of period write-offs
Questions or Comments

Card Services

Phone: 919-681-0648

Fax: 681-9062

Email: corporatecard@duke.edu