

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 (\geq \$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

Card Profiles

Purchasing I

\$20,000 Cycle

\$7,500 Daily

\$1,500 Single Purchase

20 Daily Transactions

Purchasing II

\$10,000 Cycle

\$2,500 Daily

\$500 Single Purchase

10 Daily Transactions

Purchasing & Travel III

\$20,000 Cycle

\$10,000 Daily

\$3,000 Single Purchase

20 Daily Transactions

Purchasing & Travel IV

\$10,000 Cycle

\$7,500 Daily

\$2,000 Single Purchase

20 Daily Transactions

Travel V

\$20,000 Cycle

\$10,000 Daily

\$3,000 Single Purchase

20 Daily Transactions

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.

How to Make a Purchase

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

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