

UMBC DEPARTMENTAL CAMPUS CARD (DCARD)

TERMS AND CONDITIONS

LAST REVISED: September 18, 2020

FUTURE CHANGES IN TERMS AND CONDITIONS REGULATING USE OF THE DCARD WILL APPLY TO ALL CARDS IN CIRCULATION AND USE AT THAT TIME AND WILL SUPERSEDE THE TERMS AND CONDITIONS IN EFFECT AT THE TIME THE CARD WAS ACQUIRED

Article I. Overview of the Program

Section 1.01 Purpose

- (a) The Departmental Campus Card (DCARD) is intended for use on campus to provide a simplified method for small food purchases, copier use, pay-for-print services, postal goods, small Bookstore purchases, and more in support of authorized departmental activities and to minimize the need for, and use of, “Petty Cash” funds. It is a convenience offering intended to facilitate accounting for low end, small volume purchases. The card is not intended to be used as payment for catered events through dining services. Further restrictions are defined in section 6.01.
- (b) Purchases are subject to applicable UMBC procurement policies and existing departmental spending rules and regulations. Departments are responsible for proper record keeping procedures as stated under Article V.
- (c) The DCARD must be used in compliance with the [UMBC Policy on Reimbursement for Business Meals and Purchase of Food Services other than Employee Travel](#) which can be found on Financial Services website.
- (d) This card is not to be used for personal purchases. Violation of this section will be reported to Management Advisory Services and may result in disciplinary action against the cardholder, including termination of employment, fine, and/or criminal prosecution.

Section 1.02 Benefits

- (a) The DCARD provides an easy way for departments to purchase food or other needed support services that are part of regular routine operations. For food purchases, financial prearrangement is not necessary and on-site signatures are not required. However, food purchases may require completion of a pre-approval form (see Food/Meals Policy on Financial Services website). Examples of possible uses include lunch for a candidate or food for athletic recruiting. For services such as campus pay-for-print and copier access, the DCARD represents a convenient method to manage funds and, in cashless operations such as the Campus Card Center, is the only method to access these services by departments.

Article II. Getting Help

Section 2.01 General Information

- (a) The DCARD program is a subset of the UMBC Campus Card and is administered by the Campus Card and Mail Services Department. Due to the COVID-19 pandemic, regular office hours have temporarily changed

to Monday through Friday, 10:00am - 2:00pm. Staff will be onsite during these times to collect/distribute DCARDS. Questions or concerns can be directed to 443-612-2273.

Section 2.02 Contact Information

- (a) The DCARD Program Administrator will be the primary contact for immediate assistance. Contact information will be provided on the completed application.
- (b) For all other inquiries, [please submit an RT Ticket by clicking here](#). Be sure to include your DCARD number and any pertinent information regarding your question/concern.

Article III. Cardholder Policies and Procedures

Section 3.01 Obtaining a DCARD

- (a) The DCARD is available to any UMBC department or authorized organization. Hereafter the term department also refers to authorized organizations. An application form is to be completed and submitted to the Campus Card Center. The department designates a cardholder and supervisor on the application. There is a \$10 fabrication charge per DCARD issuance. The chart string information provided on the application will be used to prepare a JE for the charge(s).
- (b) Grant/Project fund codes 1253 and 1263 cannot be used to fund the DCARD.

Section 3.02 Training

- (a) Effective April 1, 2009, DCARD training is mandatory for both cardholders and supervisors. Use of the DCARD is similar to the debit applications of the Campus Card (red ID) issued to all members of the campus community. Instruction and/or guidance on all aspects of the DCARD are provided by the Campus Card Center and/or Management Advisory Services.
- (b) The DCARD training is a virtual training course accessible through BlackBoard, requiring approximately 30 – 60 minutes to complete. Upon completion of the course, participants may print a certificate of completion.

Section 3.03 Renewal of the DCARD

- (a) From the time of issuance, the DCARD will remain active through continuous use. There is no paperwork to be completed to have the DCARD renewed. After 365 days of inactivity, the DCARD will be automatically cancelled. Due to the COVID-19 pandemic, accounts will not be cancelled due to inactivity while the majority of campus employees work remotely. See section 3.05 for additional details.

Section 3.04 Voluntary Cancellation of the DCARD

- (a) The DCARD may be voluntarily cancelled at any time by notifying the DCARD Program Administrator of intent to cancel the card. Any remaining balance on the card can be transferred to another DCARD or refunded back to the department via the chart string information provided on the DCARD. The cancelled card must be returned to the Campus Card Center. Failure to return the card will result in a \$10 charge.

Section 3.05 Automatic Cancellation of the DCARD

- (a) After 365 days of inactivity, the DCARD account will be automatically closed and any remaining funds will be returned to the department via the chart string information provided on the DCARD application. Due to the COVID-19 pandemic, accounts will not be cancelled due to inactivity while the majority of campus employees work remotely.
- (b) The DCARD cardholder and supervisor will be notified, in writing, of the deactivation and will be required to return the DCARD to the Campus Card Center within 10 business days of receiving the deactivation notice. Remaining funds will not be transferred until the DCARD has been returned.
- (c) Failure to return the DCARD by the specified date will result in a \$10.00 fee. The funds remaining after the fee has been assessed will be returned to the department via the chart string information provided on the DCARD application.

Section 3.06 Changes in Cardholder and/or Supervisor Information

- (a) It is the department's responsibility to notify the DCARD Program Administrator of any changes in cardholder and/or supervisor information to ensure accurate recordkeeping and reconciliation processes are satisfied.
- (b) Upon receiving notification of the change in assignment, the DCARD Program Administrator will provide an amended application to be completed. The newly appointed cardholder and/or supervisor will be required to participate in a training session.
- (c) Once the training has been completed, a new DCARD will be produced. There will be a \$10 fabrication charge billed to the department via the chart string information supplied on the application. The DCARD Program Administrator will contact the DCARD cardholder to arrange a time for the new DCARD to be picked up. At this time, the old DCARD must be surrendered. Failure to return the old DCARD will result in a \$10.00 charge.

Section 3.07 Security of the DCARD

- (a) The department to which the DCARD is issued assumes full responsibility for the security, use, and reconciliation of the card. As a cash value is maintained in the associated account, the DCARD should be treated as cash and handled accordingly. Cash funds are an extension of the department's account and, as such, use of the card must be restricted to authorized personnel of that department. Card use must be regulated by departmental policies with full accountability of that use resting with the department's chairperson or director. All existing rules and regulations applicable to the handling and disbursement of departmental funds apply to DCARD use.

Section 3.08 Lost and/or Stolen DCARDS

- (a) In the event the DCARD is misplaced, lost, or stolen, it is the department's responsibility to immediately report the problem to the Campus Card Center to facilitate the stopping of all card activity. You may contact the DCARD Program administrator, the Campus Card Center main office at 443-612-2273, visit the Campus Card Center in person, or [submit an RT Ticket to deactivate the DCARD](#). Accounts may not be deactivated online by the cardholder or supervisor.

- (b) Outside of business hours (Monday – Friday 10:00am – 2:00pm), contact the DCARD Program Administrator at the emergency number (if applicable) to have the card deactivate.
- (c) If the card is stolen, departmental funds are subject to loss due to illegal use as long as the card remains active. The department is responsible for all transactions made with the card. For security reasons, accounts can only be reactivated through interaction with Campus Card personnel. Accounts may not be reactivated online.
- (d) There is a \$10.00 replacement fee for lost DCARDS. Stolen cards, with documentation (police report case number), will be replaced at no charge.

Section 3.09 Card Limits and Reconciliation Information

- (a) Departments are limited to three (3) cards maximum. No exceptions will be made.
- (b) There is no limit to the dollar amount that can be deposited to each card. Funds may only be transferred from an authorized fund source that is allowed to make the types of purchases supported by the DCARD.
- (c) Transactions, both on-campus and off, may not exceed \$1,000.
- (d) The DCARD Program Administrator will provide a monthly itemized report of expenditures via email to the cardholder and supervisor of each card. Reporting information is covered in more detail under Article V.

Article IV. Using the DCARD

Section 4.01 Making Deposits to the DCARD

- (a) Deposits to the DCARD can be made in one of two ways; submission of an RT Ticket or by University of Maryland Foundation checks brought in person or via mail to the Campus Card Center.
- (b) [To submit an RT Ticket, click here](#), or go to campuscard.umbc.edu. Select the Support tab, and then select General Inquiries.
 - (i) Subject Line = DCARD Number (DCRD9XXXX)
 - (ii) Request Type = Campus Card ID
 - (iii) In the large textbox, include the amount to be deposited and the chart string and expense account number to be used for the transfer of funds.
 - (iv) Once all information is included, click Submit.
- (c) RT Tickets will be processed within 1-2 business days of receipt.
- (d) After submission of the RT Ticket and application of funds, the Campus Card Center will prepare a JE using the chart string and expense account number provided.

Section 4.02 Making Purchases with the DCARD

- (a) The DCARD may be used to make authorized purchases of goods, food, and/or services at all on-campus and limited off-campus locations accepting the campus card.

- (b) At the time of purchase, the card should be presented, or swiped at self-serve operations. The cost associated with the goods or services will be automatically deducted from the card's account and appear as an item in the itemized report provided to the department.
- (c) A receipt is required for each purchase. It is the user's responsibility to request a receipt if one is not automatically provided.
- (d) Tax is not charged when paying for goods, food, and/or services on-campus. When making a purchase from an off-campus location, it is the user's responsibility to indicate that the purchase is tax exempt.
- (e) The DCARD can be used to provide tips for delivery services, within reason, not to exceed 20%

Article V. Reconciliation of the DCARD

Section 5.01 Cardholder Reconciliation Responsibilities

- (a) All cardholders are required to complete monthly reconciliations between their transaction log, supporting documentation, and transaction report (provided by the DCARD program administrator). Reconciliation should be completed within 30 days of receiving the transaction report.
- (b) Cardholders will be provided with a monthly log where all transactions made on the DCARD are to be recorded. Information to be recorded includes transaction date, location of service, short description of the service, the name of the individual making the purchase, and the transaction amount. Receipts should be attached to this log.
- (c) Upon receiving the transaction report, the cardholder should reconcile the monthly log to the report and ensure all supporting documentation is included. Once reconciliation is completed, the cardholder is to sign and date the monthly log and submit to the DCARD supervisor for review.
- (d) It is the cardholder's responsibility to investigate any discrepancies and contact the DCARD program administrator within 10 days of receipt of the transaction report for assistance with any disputed transactions.

Section 5.02 Supervisor Reconciliation Responsibilities

- (a) Supervisory reconciliation of the DCARD involves reviewing the monthly log and supporting documentation submitted by the cardholder. All information should be filled out, receipts and backup documentation kept, no prohibited purchases are made, and the log is signed and dated in a timely manner. More information on prohibited purchases can be found under Article VI.
- (b) Upon completion of review, the supervisor is to sign and date the monthly log. All documentation is to be kept within the department and readily available for auditing purposes.

Section 5.03 Disputed Transactions

- (a) In the event there is a discrepancy between the reports provided by the DCARD program administrator and departmental log, it must be brought to the DCARD program administrator's attention within 10 days of receipt of the transaction report.

- (b) The department must provide a clear explanation of the discrepancy and provide any necessary information including backup documentation such as receipts, as well as transaction information such as date, time, amount, etc.
- (c) The DCARD program administrator will contact the necessary parties involved with the transaction to generate a resolution to the problem.

Article VI. Prohibited Uses of the DCARD

Section 6.01 DCARD Prohibited Uses

- (a) Catered events, laundry, personal goods, food, and/or services, concerts, sporting events, special campus events, game room purchases, gift cards, and gifts and/or memorabilia.

Article VII. Off-Campus Merchants

Section 7.01 The DCARD can be used to make purchases at the following off-campus locations

- (a) Papa John's Pizza - 1407A Sulphur Spring Road
- (b) Sorrento's of Arbutus - 5401 East Drive
- (c) Paul's Restaurant - 5507 Oregon Avenue
- (d) OCA Mocha – 5410 East Drive