

HARVARD

CAMPUS SERVICES



University Department Card at a Glance

Department Card Overview and Training Links

The Department Card is the primary payment method for travel expenses for guests and employees who do not have Corporate Cards, meeting, and event charges, as well as department expenses. See [Financial Systems Access](#) to determine eligibility; though it is ultimately the decision of Campus Services to determine if a card should be issued to an individual.

- [Instructions on requesting a Department Card, Cardholder Agreement, and Application](#)
- [Managing Your Account](#)
- Training: [ROPPA](#), [Concur Training](#)
- [Financial Policies](#) – Including [University-Issued Cards Policy](#), [Travel Policy](#), [Business Expense Policy](#), [ROPPA Policy](#), and [Department Card Administrator Tips and Tricks](#)
- Cardholders must review and respond promptly to any communications from Citibank or Harvard regarding their card.
- Remember to follow [required tasks](#) for outgoing Department Card Administrators and assigning a new card administrator

Card Activation

1. Visit: cardactivation.citi.com
NOTE: To activate this card you will be required to enter a Verification ID. The Verification ID will be the last 4-digits of the HUID number of the Department Card Administrator (person who completed the Department Card Application). Ensure you have this information available prior to initiating the activation process.
2. Select your 4-digit PIN
NOTE: You MUST select a PIN to complete the card activation process. Ensure those using the card have access to this number.

Fraud

Report fraud within 60 days, or a lost or stolen card immediately: Contact Citibank Customer Service at 1-800-248-4553 (call collect 1-904-954-7314 when dialing outside of the U.S.). Also contact our Campus Services Card Administrator at cs_cardservices@harvard.edu and your respective supervisor and Finance Manager to inform them of the situation.

Sales and Use (Meals) Tax

Harvard is exempt from sales and use (meals) tax in Massachusetts as well as many other states. Use [Harvard's Tax Exemption Status](#) when making purchases. If sales or meals tax is billed to the cardholder's account, departments can ask the vendor to remove the tax. However, note it is at the vendor's discretion to honor or reject Harvard's sales tax exemption

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Allowable Expenses

- Lodging (includes Air BnB or VBRO based on the Travel Policy and local school or unit policies)
- Ground transportation (cab, Uber/Lyft, excludes rental cars)
- Reimbursable meals
- Airfare
- Conference fees
- Meeting deposits & charges
- Other appropriate and allowable business expenses or goods

Allowable With Restrictions

- One-Time gift certificates for human subjects or nonemployees ≤\$100.
- Purchases of goods made with PayPal or other third-party systems- must include name of ultimate seller/vendor in the business purpose. Purchases of services are not allowed using PayPal, Venmo or other Cash Applications.
- Equipment that is related to Work in Progress ≥ \$5,000.
- For special purchases such as alcohol and tobacco, animals, biological materials, chemicals, controlled substances, radioactive materials, and hazardous materials, additional regulatory and licensing requirements may apply. Contact CS Procurement, see [Procurement Policy](#), or contact your [environmental and health & safety school contact](#) or [Environmental Health & Safety](#) and [Controlled Substances](#).
- Late fees require a letter of exception signed by the Business Unit Managing Director and CS Controller or CFO and cannot be charged to sponsored funds.

Prohibited Purchases

- Personal purchases of any kind

University cards **cannot be used for personal use**. Per the Citibank Cardholder Application and Agreement, only Harvard business-related expenses that comply with University policy are permitted. Inadvertent personal use of a Harvard-issued credit card should be rare and should result in prompt identification and payment of the respective charges by the cardholder. See detailed instructions on the [Card Services website](#).

Those holding individual or centrally billed cards should regularly log in to Citibank to review their statement to confirm it has been paid in full and there are no outstanding balances. An outstanding balance is likely to be caused by charges marked personal in Concur and not paid to Citibank.

- Charges marked as personal in Concur must be paid directly to Citibank in a timely manner to make sure there are no outstanding balances that can incur late fees. See [Corporate Card FAQ](#).
- Any credits applied to a card must be resolved in a timely manner and cannot be used for personal purchases. See [Expense and PCard FAQs](#) on how to process a credit

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- Harvard will not reimburse for credit card late payment fees. Exceptions to this require Managing Director and CS Controller and/or CS CFO approval and may be considered taxable to the cardholder.
- Purchases of capitalized equipment, furnishings, software or vehicles ≥ \$5,000 that are not Works In Progress (WIP). See [Financial Management of Property, Plant & Equipment](#) & [Software Accounting Policy](#).
- Payments for services to individuals / independent contractors who are single-employee companies (sole proprietor, unincorporated, incorporated, or an LLC) or foreign entities. Royalty or copyright payments to individuals or foreign entities.
- Rental cars (includes Zip Car) – Contact [Card Services](#) for specifics.
- Gift certificates for employees (considered taxable).
- Gift certificates >\$100 for nonemployees.

Reimbursement

- Transactions must be submitted and processed within 30 days of the transaction posting date to avoid late fees. Any delays in payment to Citibank may result in late fees (not reimbursable) or your card being suspended or cancelled. Payment is made by processing an Expense Report through Concur.
- **Requirements**
 - **Business Purpose** – a detailed business purpose covering the who, what, where, when & why must be included.
 - **Receipts** – receipts are required for any expenses of \$75 or more. Meal receipts should include an itemized receipt showing if alcohol was included and a list of attendees.
 - **Timely Submission** – Transactions must be submitted through Concur (fully approved and processed) within 30 days of the transaction posting date to avoid late fees.

Department Card Statement and Payment Schedule

Statement Billing Period	Notes
0-30 days	➤ Statement available on the 15th day of the month for charges incurred for prior 30 days and should be processed within 10 business days.
31-60 days	➤ Account is past due and late fee is applied. ➤ Collections calls and other dunning correspondence begins.
61-90 days	➤ Account is past due, and card is suspended. ➤ Late fee is applied. ➤ Collections calls, account suspension message, and other dunning correspondence continues. ➤ Card will automatically reopen upon payment.
91-180 days	➤ Account is past due, and card is closed/cancelled. ➤ Monthly late fee is applied. ➤ Collections calls, cancellation letter, and dunning correspondence continue.

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	➤ Card can be reopened with Central and Finance Office approval upon payment.
181+ days	<div>➤ Account is charged off and any payment must be made to Harvard University and deposited by the Tub/Unit Finance Office.</div> <div>➤ Account cannot be reopened.</div>

Other

Periodically revisit:

- who has Department Cards and why
- who is authorized to review transactions
- Department Card dollar authorization limits
- usage levels and vendor selection