

FROSTBURG STATE UNIVERSITY
BOOKSTORE DEBIT CARD and CHARGE PROGRAM
Policies and Procedures
Effective: July 1, 2006

Overview:

The Bookstore Debit Card program allows departments to purchase supplies and materials from the University's Bookstore using a debit card issued by the University's I.D. Services Office.

This debit card program may not be used for Grants and Contracts (Projects) due to prepayment restrictions by the Federal Government and auditing issues with the various granting agencies. Instead, Grants and Contracts (Projects) may open charge accounts with the Bookstore with the approval of the Grant Accountant. The Bookstore will then bill the Grants and Contracts (Projects) on a monthly basis.

University Procurement Cards may not be used at the Bookstore due to the discount fees that the University must pay to the bank for each credit card transaction.

The use of a Departmental Bookstore Debit Card, or a charge account in the case of Grants and Contracts (Projects), entitles these purchases to receive a 15% discount on office supplies (some exclusions apply such as textbooks, computer equipment, and software). See the Bookstore for specific exclusions.

Depositing Funds to a Bookstore Debit Card:

A department (identified by its seven digit PeopleSoft department number) may deposit money on its Bookstore Debit Card by completing a "Departmental Bookstore Debit Card Deposit Form" and forwarding it to General Accounting for processing. Forms are available on Accounts Payables web page at <http://www.frostburg.edu/admin/ap/forms.htm> (always retrieve blank forms from this web site to make sure you are using the most recent version of the form). General Accounting will then charge an expense to the department using account 090200 and crediting the Bookstore Debit Card department. General Accounting will then fax the form to I.D. services who will credit the Department's Debit Card.

Alternatively, a department may take a completed "Departmental Bookstore Debit Card Deposit Form" directly to the Bookstore or complete one at the Bookstore. The Bookstore will then credit the Department's Debit Card upon receipt so that the funds may be used immediately. The Bookstore will then forward the form to General Accounting for processing against the department's budget. Once complete, General Accounting will fax a copy to I.D. Services for their records.

Use of a Departmental Bookstore Debit Card:

The department head is responsible for securing and monitoring the use of a department's debit card. The department is responsible for all charges made to their debit card. There is a limit of one debit card per PeopleSoft department number. All users of a debit card must be prepared to present a valid picture I.D. if requested by Bookstore personnel. Only charges that are for official University business may be made to the debit card. Any unauthorized or improper use of a debit card may be considered as theft from the University and could result in disciplinary action and/or legal prosecution.

Use of a Grant and Contract Bookstore Charge Account:

The charge account may be used once approved by the Grant Accountant and established by the Bookstore by presenting the Grant or Contract's project number at the time of checkout. All users of a charge account must be prepared to present a valid picture I.D. if requested by Bookstore personnel. Only charges allowable to a contract or grants specific terms and conditions may be made. Any charges deemed unallowable or any over expenditure caused by Bookstore charges will be charged to the Project Manager's department. Any unauthorized or improper use of a charge account may be considered as theft from the University and could result in disciplinary action and/or legal prosecution.

Returns:

All returns must be made in accordance with the Bookstore's current return policies. All returns for purchases made using the debit card must be credited back to the debit card and all returns for purchases made using a charge account must be credited back to the charge account. If a return on a charge account results in a credit balance at the end of a billing cycle then an internal refund will be issued via journal entry.

Balances:

There is a five hundred (\$500.00) dollar balance limit on the debit card. All unexpended balances will remain on the debit card at the end of the fiscal year and will not be zeroed out unless deemed fiscally necessary by the President, Executive Committee, or the Vice President for Administration and Finance. An exception to the \$500 limit may be made by General Accounting as necessary to accommodate larger purchases.

Lost or Stolen Debit Cards:

Any lost or stolen debit cards must be reported to the I.D. Services Office immediately so the card may be deactivated and a new one issued. Once the debit card has been deactivated the I.D./Debit Card System will no longer accept it. Stolen cards should also be reported to University Police. Once I.D. Services issues a new card it will send written notification to General Accounting and a charge will be made against the department's budget for the twenty (\$20) card replacement fee.

Deposit Refunds:

Once a debit card deposit has been processed it is **non-refundable**.

Bookstore Payment:

At the end of every day the Bookstore sends deposit journals to the University Billing Office which includes the total of all purchases made during the day using Departmental Bookstore Debit Cards. The University Billing Office will then enter those deposit journals which will charge the Bookstore Debit Card Department and credit the Bookstore for the debit card sales.

In the case of Grant and Contract (Project) charge account purchases the Bookstore will send detailed reports to the General Accounting Office of all purchases made to the month using charge accounts. The General Accounting Office will then do journal entries to charge the individual PeopleSoft project numbers and credit the Bookstore for the sales.

Reconciliation:

A monthly reconciliation between the Bookstore Debit Card Balances in the I.D./Debit Card system and the PeopleSoft Bookstore Debit Card department will be performed by the General Accounting and I.D. Services Offices.