

FROSTBURG STATE UNIVERSITY
DEPARTMENTAL DINNING SERVICES DEBIT CARD PROGRAM
Policies and Procedures
Effective: July 1, 2006

Overview:

The Dinning Services Debit Card program allows departments to purchase food service from the University's Retail Dinning locations 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) must do a food service request and purchase order and the food service contractor will bill the University on a routine basis.

The use of a Departmental Dinning Services debit card must be for official University business and must be in compliance with all University, USM, and State of Maryland policies regarding food service.

Depositing Funds to a Dinning Services Debit Card:

A department (identified by its seven digit PeopleSoft department number) may deposit money on its Dinning Services Debit Card by completing a "Departmental Dinning Services 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 081100 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.

Use of a Departmental Dinning Services 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 Dinning Services personnel. Only charges that are for official University business may be made to the debit card. All purchases must be in compliance with all University, USM, and State of Maryland policies regarding food service. 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.

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 the Associate VP for Finance 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 dollar (\$20) card replacement fee.

Deposit Refunds:

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

Dinning Services Contractor Payment:

At the end of every month the University Billing Office process the food service contractor payment for the amount of purchases made on departmental dinning services debit cards. The payments are processed through the State Comptroller's Office and are normally made 30 days after the close of the month.

Reconciliation:

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