CAN THESE CHARGES BE MADE WITH THE CORPORATE CARD?

Maximum Purchase Amount Allowed	<$5,000
ADVERTISEMENTS	No
AIRLINES	YES
ALCOHOL – denatured (190-200 proof) or liquor	No
ANIMALS	No
BAGGAGE (Extra)	No
CARPET	No
CASH	No
CATERING	YES
COMPUTERS	No
CONFERENCE FEES	YES
CONTRACTS/LICENSING AGREEMENTS	No
COPYING	No
ENTRANCE FEES (for Sporting Events/Tournaments)	YES
FLOWERS (limited by University Policy)	No

GASOLINE	YES
GIFTS, GIFT CERTIFICATES, or GIFT CARDS	No
HAZARDOUS MATERIALS	No
HOTELS	YES
INSURANCE	No
INTERNET SERVICES	No
MAINTENANCE & SERVICE AGREEMENTS	No
MEALS	YES
MEDICAL SERVICES	No
MEMBERSHIP DUES	YES
PERSONAL PURCHASES	No
POSTAGE	YES
PRINTING	No
PURCHASE AGREEMENTS	No
RADIOACTIVE MATERIALS	No
REIMBURSEMENT FOR OUT OF POCKET	No
REGISTRATIONS	YES

REPAIRS	No
REPRINTS & SUBMISSION FEES	No
ROOM RENTAL FOR EVENTS	No
RESTAURANTS	YES
SEAT CHARGES	No
SERVICES	No
SHIPPING (UPS, FedEx, Etc.)	YES
SHUTTLE SERVICES	YES
SOFTWARE	No
SUBSCRIPTIONS	No
TAXI SERVICES	YES
TELEPHONES (Cellular or Other)	No
TRANSPORTATION (Car rentals)	YES
TRAVEL INSURANCE	No
USED MERCHANDISE	No
WEB DESIGN	No

Corporate Card Tidbits

- The Corporate Card Statement will be available on the 26th of each month unless the 25th falls on the weekend then it will be available on the Tuesday morning following that weekend. **There is a 7-day period for you and your Approver to reconcile and approve your transactions.**

- Reconciliation can be done at any time during the month by either the Cardholder or Approver.

- Log in address is http://access.usbank.com

- Always print your Statement each month and place it with your receipts in a file. Records must be kept for 5 years including the fiscal year you are in. If you have no charges for the month, then you will not have a statement.

- **Our shipping and billing address is**: 681 Summer Street, Clarksville, TN 37040

- If you ever have any questions, about usage, declines or just general questions, please feel free to contact the Procurement and Contract Services Department at 221-7434 or 7032. We will be happy to assist you.

Corporate Cardholder Instructions to Reconcile

- Log in as a cardholder
- Select Account Information on left side
- Select statement on left side
- Print statement for current month
- Close window and Select Transaction Management on left
- View Pending Transactions
- Be sure each transaction matches your statement
- Check to be sure each transaction is charged to the correct FOAP. If not, select the individual transaction by clicking on the word Pending. Select allocation and change the FOAP. Click Save allocation and go back to the Transaction List to do the next one.
- Attach a PDF Receipt to your transaction by clicking on the paperclip beside it; then click the browse button; search and select your PDF; and click open.
- If everything is done, click on the box next to the word pending and select approve.
- Select your Approver.
- Click Approve again and log off.

NOTE: If the lock symbol appears on the right side of the screen next to the transaction, you **cannot** change the FOAP. If a change needs to be made in the FOAP, you will need to do an expenditure transfer form to correct it.

All expenses are subject to the rules of travel per the APSU policy 4:015.

Corporate Card Approver Instructions

- Log in as an Approver
- Click Transaction Management on left side
- Click Manager's Approval Queue
- Scroll down screen until you see the transactions that have been approved
- Check each transaction against what is provided to you by the user
- If everything is correct, click on the box beside the pending status.
- If things need to be changed, you may either change them yourself by going into the Transaction itself and changing the allocation or by sending it back to the Cardholder to correct.
- Once you have checked all items you wish to approve, click on the word Approve and click in the box that asks if you are the final approver.
- Once this is done, you may log off.

NOTE: You cannot approve any transactions until the Cardholder has approved their part. If the lock symbol appears on the Pending line for that transaction, you **cannot** approve it again.