

## Controller's Office Procedure

### BUSINESS EXPENSE (BE) CARDS – REQUESTS AND SETTLEMENTS

#### Payment Type: Load funds on a Business Expense Prepaid Debit Card

Business Expense cards are used in lieu of cash advances for educational programs (e.g. study abroad, summer programs, etc.), participant electronic gift cards or athletic per diems. For accounting purposes, the loading of funds on prepaid debit cards is treated as a prepaid expense. A dedicated general ledger account code, 19011 Business Expense Prepay, has been created to record and track these funds. The cardholder must be a USC employee. Funds loaded to BE cards belong to the University and funds remaining on the card can be unloaded. The BE card cannot be used for individual travel or any purchase subject to procurement. If the BE card is used for student group travel, all student travel policies apply. This procedure discusses how to request cards and settle the prepaid expense.

#### I. Request for BE Cards

Each employee requesting a BE card must submit a Business Expense Card Request Form. The form must include an explanation of the intended use of the card. The completed form including justification and approval signatures should be scanned and emailed to the dedicated mailbox: [cards@mailbox.sc.edu](mailto:cards@mailbox.sc.edu). Lead time of 7-10 business days is necessary to process the request in the Controller's Office. Cardholder will be contacted when card is available for pickup. There is no fee to the department for the card request. The BE card must be safely and securely kept by the cardholder. Upon completion of program, card should be destroyed if not kept for future programs. Should the cardholder retain the card for future programs, the BE card must be safely secured during periods of inactivity to maintain security of the card information.

Cardholders are permitted to submit an additional request while a previous request is open so long as the previous request is not overdue for settlement. Subsequent requests will be denied until previous requests are settled if they are open 30 days past the program end date.

#### INSTRUCTIONS FOR COMPLETING THE BUSINESS EXPENSE CARD REQUEST FORM

1. The PDF fillable form can be found on the Controller's Office website.
2. Complete the following fields:
  - a. **Cardholder's Name**
  - b. **Department Name**
  - c. **Complete USC Office Mailing Address** (this will be the address associated with the card where statements and bank communication will be sent)

- d. **Phone Number** (this should be the cardholder's phone number, preferably office number, which will be used for card activation)
- e. **Requested Amount**
- f. **Date range funds are needed** (settlement is required within 30 days of end date)
- g. **Check box** for New Card Request or Reload of existing card
- h. **Intended Use of Card** – write a short description of the program and need for a card
- i. **Chartfields**

## II. **Reloading BE Cards**

The BE card may be reloaded during the duration of a program. These reloads can be handled in two ways:

- One request submitted for the total amount needed with instructions included for multiple loads. The instructions should include the initial load amount along with dates and amounts for future loads. All load amounts should total the original request amount.
- A separate completed and signed request may be submitted for each load which can be settled individually or in total at the end of the program.

## III. **Settling the BE Card Prepaid Expense**

Upon completion of the program for which the card was issued, the cardholder must complete a Business Expense Card Settlement Form and attach all documentation and submit by email to the designated mailbox: [cards@mailbox.sc.edu](mailto:cards@mailbox.sc.edu).

All card requests must be settled within 30 days of the ending period for the request. Should a cardholder not settle the request, the Controller's Office reserves the right to deduct outstanding balances from the employee's next payroll check(s) as stated on the Business Expense Card Request Form.

For card requests ending before May 31<sup>st</sup> of any year, there will be an expedited deadline for settlement to be completely processed prior to fiscal year end. All settlement documentation should be submitted by June 15<sup>th</sup> for such requests.

Documentation must include but is not limited to the following:

- All Receipts

- List of participants in programs
- List of participant electronic gift card recipients
- Food memo if expense code 53005 is used
- Original signed BE Card Request Form

Personal identifiable information should not be submitted to the Controller's Office in order to settle the prepaid expense. This includes personal health information, social security numbers, and copies of consent forms. All such documentation should be retained in the department including the name of the study if of a sensitive nature.

The department is responsible for obtaining W-9s from participants (except for those in protected groups) where total payment in any form including cards is expected to exceed \$600 per calendar year. The W-9s with total calendar year payment amounts are to be submitted to the Controller's Office no later than January 15<sup>th</sup> of the following calendar year of payment for 1099 preparation.

The documentation for settlement should be submitted to the same dedicated mailbox: [cards@mailbox.sc.edu](mailto:cards@mailbox.sc.edu). The Controller's Office reserves the right to request additional information as needed to settle the prepaid expense.

Documentation should resemble what has been submitted historically to clear cash advances used for such programs in the past.

### **INSTRUCTIONS FOR COMPLETING THE BUSINESS EXPENSE CARD SETTLEMENT FORM (Only one form per settlement)**

1. The PDF fillable form can be found on the Controller's Office website.
2. Complete the following fields:
  - a. **Date:** date of settlement submission
  - b. **Cardholder's Name**
  - c. **Date of Original Request**
  - d. **Total Loaded Funds**
  - e. **Check box to indicate if card will be destroyed or kept for future requests**
  - f. **Original Chartfields:** Note—the Account Code will be the business expense prepay 19011. These chartfields should **always** be the original PeopleSoft chartfields per BE card request form.
  - g. **Part 1: Summary of Receipts:** Use one line per chartfield variance (each difference expense account code). *Individual charges do not need to be listed here.* To assist with reconciliation, include an Excel spreadsheet listing and

