



Cardholder TCard Quick Reference Guide

Check your transactions and download your monthly statement
at [BOA Global Card Access](#).

Do

- ✓ Enter a requisition and obtain a PO **before** making any charges.
- ✓ Obtain an itemized receipt for each purchase. Including but not limited to date, vendor name, line item detail, type of card used, and total.
- ✓ Watch your email for TCard program updates and monthly log submission reminders.
- ✓ Keep your card in a secure location.
- ✓ Complete your log making sure to enter all transaction information correctly including FOAP information.
- ✓ Include all signed departmental POs with your log.
- ✓ Double-check that your statement and log totals match.
- ✓ Obtain all required original signatures on your log and email a copy of your Excel log to travel@atu.edu.
- ✓ Submit your hard copy log, statement, receipts and signed PO to Travel Services before the deadline.
- ✓ Watch your individual limits to make sure you will not exceed them with an anticipated purchase. Check your limits before departure!
- ✓ Include a detailed agenda for any conference registrations made on your TCard with your log.
- ✓ Contact the vendor to request any lost receipt.

Don't

- ✗ Allow anyone else to use your card including another employee.
- ✗ Take cash in lieu of a credit on your card.
- ✗ Charge any items not allowed, including but not limited to alcoholic beverages, tips on taxis, room service, and meals for non-student travel.
- ✗ Split purchases to avoid exceeding your card limits
- ✗ Use your card for any personal purposes, even with the intent to repay the University.
- ✗ Submit your log late repeatedly or ignore requests for additional information from Travel Services.
- ✗ Fail to report your lost or stolen card to Mastercard and Travel Services.

Remember: Ultimate responsibility for use/misuse of charges rest with you, the Cardholder!