

UNIVERSITY OF MARYLAND EASTERN SHORE DEPARTMENTAL HAWKCARD USER'S GUIDE

1. OVERVIEW

1.1 PURPOSE

Departmental HawkCards are designed to simplify the purchasing of goods and services from campus vendors (i.e., printing shop, bookstore, and post office). The intent of allowing departments to utilize HawkCards on campus is to improve the efficiency and effectiveness of purchases made between the departments and campus vendors.

1.2 BENEFITS

The use of the Departmental HawkCard will:

- Allow employees to obtain many campus goods and services much faster and easier; and
- Significantly reduce paperwork and processing time in the employee's department, as well as in administrative departments.

2. WHERE TO GET HELP

2.1 OFFICE OF AUXILIARY ENTERPRISES

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Auxiliary Enterprises will provide support and assistance to cardholders and campus departments with the following processes:

- Inputting departmental request in Kuali
- Adding funds to the departmental Hawkcard
- Review of monthly transactions for compliance
- General inquiries

2.2 LOST AND STOLEN CARDS

If the card is discovered lost/stolen, the cardholder should call Auxiliary Enterprises immediately. A replacement card will be ordered accordingly by the Accounting Associate for the department. A \$5 replacement fee will be charged to the department for the replacement card.

3. DEPARTMENTAL HAWKCARD POLICIES AND PROCEDURES

3.1 OBTAINING A DEPARTMENTAL HAWKCARD

The requestor should complete the [Departmental HawkCard Request Form](#) using information pertaining to their department. This information is needed to obtain a card and have the funds added to the account associated with the card. The form should be completed by the cardholder and approved by the department head and other appropriate University personnel.

Once approved, the form is routed to Auxiliary Enterprises for input in Kuali Financial System (KFS) for system approval. **Funds will only be added to the HawkCard account when approval is completed in KFS. No goods or services should be ordered or purchased until KFS approval is final.**

The cardholder and departmental supervisor are responsible for **budget overruns**. Confirmation of adequate funding in the departmental budget should occur **prior** to seeking approval to transfer funds to the HawkCard. Failure to follow established procedures may result in the reduction of funds transferred to card for purchases.

The departmental HawkCard remains the property of the University of Maryland Eastern Shore and the department that originated the account. However, administrative responsibilities can be assigned to specific individuals in the department.

3.2 KEEPING YOUR CARD SECURE

Each individual cardholder is directly responsible for the physical security of the card; therefore, always keep the card in a secure place. **NO OTHER DEPARTMENT THAN THE ONE APPROVED IS AUTHORIZED TO USE IT FOR ANY PURPOSE.**

3.3 MAKING PURCHASES

Once funds have been added to the departmental HawkCard account, the cardholder should:

- a. Follow the same internal procedures you have always used specific to the University and your department to obtain authorization to make the purchase.
- b. Take reasonable steps to determine that the price quoted is the best you can obtain.
- c. Obtain a detailed receipt at the time of purchase clearly identifying each item purchased. A receipt is required to support all purchases and credits when completing your activity log.

- d. After month end close, complete the monthly log with transactions, descriptions, and receipts and forward to Auxiliary Enterprises by the 15th of the following month. Please retain a copy of the log in the department.
- e. As with any other vendor, the designated cardholder in the department is responsible for verifying the quantity and condition of the goods upon receipt or arrival. The cardholder is also responsible for resolving discrepancies with campus vendors.

3.3 PURCHASING RESTRICTIONS

Departmental HawkCards are to be strictly used for University of Maryland Eastern Shore (UMES) business expenses. Therefore, personal purchases of any kind is prohibited. This includes personal purchases from any vendor that accepts the HawkCard including campus dining, off-campus vendor locations, vending, postage, printing, and the bookstore. Gift card purchases, personal meals, and the payment of fines/parking tickets and tuition are also strictly prohibited using the HawkCard.

If a personal charge is made on the card accidentally, notify your log reviewer/manager of the mistake. Please make an attempt with the vendor to have the charge reversed (credited) to the departmental HawkCard account. If not corrected, the cardholder must reimburse the University by submitting payment to Student Accounts/Student Development Center or Auxiliary Services/Student Services Center. The cardholder must request a copy of the reimbursement receipt and attach it to the log form for auditing purposes.

Cardholders will be required to forward an approved HawkCard log along with receipts to Auxiliary Enterprises each month for review.

3.4 EXPIRATION AND INACTIVITY

Departmental HawkCards do not expire but will be reviewed for inactivity by Auxiliary Enterprises. Balances on accounts found to be inactive for longer than a year will be reversed to the department originating the charge.

4. GENERAL RECONCILIATION INSTRUCTIONS

4.1 HAWKCARD STATEMENT GENERATED BY AUXILIARY ENTERPRISES

A monthly statement will be generated by Auxiliary Enterprises from the Heartland system and emailed to the designated departmental cardholder only when there are transactions related to the account. The statement you receive is for information and audit purposes only and is needed to complete your monthly transaction log form.

4.2 CARDHOLDER ACTIVITY LOG FORM

The Cardholder Activity Log is the key to the ensuring purchases are for business purpose only and can be accessed by visiting the Auxiliary Enterprises website.

Cardholders must submit an Cardholder Activity Log monthly including all transactions reflected on the Heartland report generated by Auxiliary Enterprises. After the Log Reviewer/Manager approves the log, the Accounting Associate in Auxiliary Enterprises or designee will do a final review of the log form and support to verify that all purchases were University-related.

Documentation is required for all purchases and credits. The original copy of the log along with documentation must be submitted to Auxiliary Enterprises by the 15th of each month for the previous month end close. Failure to comply with this requirement or a pattern of missing documentation may result in a warning or loss of department HawkCard privileges.

The log form must indicate the following:

1. HawkCard Number
2. Name of cardholder
3. Monthly Activity Report Date
4. Transaction date
5. Name of supplier/vendor
6. Description of items purchased and purpose of purchase (ex. Graduation program, postage for mailing admission brochures, etc.)
7. Transaction amount
8. Total of all transactions (must match the total on the statement)
9. The designated cardholder and log reviewer/manager must sign the log and monthly activity statement to indicate review and approval of charges.

The original copy of the Cardholder Activity Log is due the 15th of each month to Auxiliary Enterprises. Student Services Center, Suite 2150. When the 15th falls on a weekend, the log form is due the next business day. Any questions regarding the Cardholder Activity Log should be addressed to the Accounting Associate in Auxiliary Enterprises. If you do not have any activity for a month/cycle, you will not receive a transaction report from Auxiliary Enterprises; therefore, a log is not required to be submitted.

5. RESPONSIBILITIES

Cardholder Responsibilities

The cardholder is responsible for:

1. Keeping the card secure at all times
2. Making only authorized purchases and business related purchases
3. Obtaining a detailed/itemized receipt for purchases and credits
4. Reviewing receipts to make sure they are correct and support the purchases made
5. Reconciling the monthly Heartland report received from Auxiliary Enterprises
6. Completing the cardholder activity log with a description of the purchases and their purpose

7. Resolving any discrepancies
8. Signing and dating the log and Heartland report
9. Retain the records in the department and maintain the files
10. Forwarding the activity log and support to the reviewer/supervisor for approval

Reviewer/Supervisor Responsibilities

In most cases, the person reviewing and approving the activity log is the cardholder's immediate supervisor/manager or someone within the cardholder's chain of command. Log reviewers/supervisors are required to ensure that charges are (1) University related, (2) authorized, (3) appropriately documented. At the end of each cycle period, the reviewer/supervisor is required to:

1. Review the activity log and Heartland statement to ensure all entries are accounted and authorized
2. Ensure the activity log is filled out completely and totals the documentation
3. and Heartland statement
4. Ensure detailed/itemized receipts are attached that indicate what was purchased
5. Forwarding the activity log and support to Auxiliary Enterprises for review

6. KAULI FINANCIAL SYSTEM (KFS)

All transfers to the departmental HawkCard will be charged to an agreed upon departmental account at the time of KFS approval. Funds will then be loaded on the HawkCard for purchases.

7. RETENTION OF STATEMENTS & RECEIPTS

Activity logs, receipts, and statements should be retained by the department for audit and documentation purposes.

8. AUDITS

Auxiliary Enterprises will conduct monthly audits or reviews of each cardholder's logs, statements, and receipts. Additional audits may be conducted by any or all of the entities that currently perform such functions on behalf of the University, the University System of Maryland, State of Maryland, and the Federal Government. The purpose of these audits is to ensure compliance with all of the guidelines, policies, and procedures governing the HawkCard.

Employees may be requested to reimburse UMES for any purchases that are personal, non-University-related, or if receipts can not be located for a transaction.