THE-CARD GUIDELINES

• THE-Cards are used for all purchases related to Travel, Hospitality and Events.
• New THE-Cards are given $3000/$7000 limits once you sign the cardholder agreement for managing and using your THE-Card.
• To change limits, email PCard@uakron.edu with your supervisor copied and the desired funds for single purchase and overall limits and length of time you need these limits.
• THE-Cards users should first create a Spend Authorization for intent to use your THE-Card.
  • You can then link this spend profile to your Expense Report for transaction reconciliation.
• Verifying transactions, for THE-Card, go to “Expenses” > “Create Expense Report”
  • additional help and information can be found on the Purchasing Website.
• Verify (Reconcile Transactions) are required within a 2-week period from purchase or severe budget reporting errors will result.
• PIN numbers are required.
• Register all THE-Cards with Global Card Access for better card management.
THE Card Processing


IMPORTANT
THE-Card transactions not reconciled within 2 weeks of purchase will severely affect budgets and use of future funds.