

# EVENT CARD

# MANUAL



MICHIGAN STATE  
UNIVERSITY

# TABLE OF CONTENTS

## GETTING STARTED WITH THE MSU EVENT CARD - 3

Program Overview  
Obtaining an Event Card

## CARD USE AND MAINTENANCE - 4

Card use information  
Billing address, PIN, spending limit  
Managing card changes

## CARD STATUS AND ISSUES - 6

Declined transactions  
Lost/Stolen card  
Unauthorized/Fraudulent charges  
Disputing charges  
Expiration Dates/Card Renewal

## TRANSACTION PROCESSING - 8

KFS edoc requirements

## COMPLIANCE REQUIREMENTS - 9

Compliance overview  
Tax exemption  
Conflict of interest  
Federal guidelines

## PRINTABLE INFOGRAPHICS - 11

Cardholder Quick Reference Guide  
Fiscal Officer Quick Reference Guide



# GETTING STARTED WITH THE MSU EVENT CARD

## PROGRAM OVERVIEW

Welcome to the Michigan State University Event card program! The MSU Event card provides a quick, efficient, and cost-effective mechanism to pay for items associated with hosting meetings and events both on and off campus.

The Event card is managed by the Office of the Controller - Accounting and is a privilege granted to faculty and staff (typically excluding on-call or temporary employees, students, and graduate students).

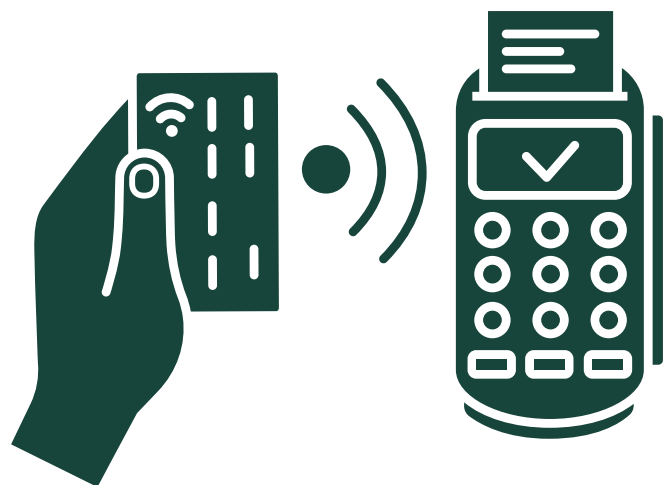
Note: The Event card does not affect your personal credit as the card is a commercial account issued and paid by Michigan State University.

## OBTAINING AN EVENT CARD

To become a cardholder, employees must complete the Event card training contained in D2L. The training contains resources and information and an assessment that must be taken to complete the application process.

The guide below provides detailed information about the training, assessment, application, and enrollment/activation process.

### [Event Card Application and Activation](#)



# CARD USE AND MAINTENANCE

## CARD USE INFORMATION

The Event card is to be used in a responsible and appropriate manner and cardholders are responsible for compliance with MSU policies [MSU Manual of Business Procedures](#)

Fraudulent or intentional misuse, including usage for personal purchases, will result in revocation of the Event card, as well as possible criminal charges and discipline—up to and including termination.

Review and audit of the cardholder e-docs are performed by Accounting, and periodic audits are conducted by the Office of Audit, Risk and Compliance (OARC). Anyone who suspects possible misuse of the Event card should report it via the online Misconduct Hotline or by phone at (800) 763-0764.

See this chart for a summary of items that the Event Card can be used for. [MSU Card Usage Chart](#)

## BILLING ADDRESS, PIN AND SPENDING LIMIT

### Billing Address

The billing address on your account is the Office of the Controller – Accounting mailing address. For administrative purposes, it cannot be changed. Please make note of the address as the zip code will be required when using your card.

426 Auditorium Rd Room 360 East Lansing MI 48824

### PIN - Personal Identification Number

Upon card activation, you will be asked to set up your PIN number. This number is unique and only known to you. If you are unable to remember your PIN, you will need to contact the telephone number on the back of your card and have it reset. Alternatively, you can sign into your [Global Card Access account](#) to reset it.

### Spending Limit

Event cards have a standard weekly limit of \$10,000 that resets each Saturday. Permanent increases due to long-term business needs or temporary increases for one-time situations can be requested. See Managing Card Changes for information on requesting a spending limit change. Standard spending limit categories are listed to the right.

\$10,000

\$20,000

\$25,000

\$40,000

\$50,000





Make a note of the address on file for your Event card in case an address or zip code is required when making charges. There are three zip codes on campus and entering an incorrect zip code can result in a transaction being declined.

## MANAGING CARD CHANGES

An email can be sent to [paymentcards@ctrl.msu.edu](mailto:paymentcards@ctrl.msu.edu) for Event card changes including:

### **Default account number and object codes - requires Fiscal Officer approval.**

Each Event card is associated with one MSU account number. If the account number that was designated on your Event card has changed or expired, it will need to be updated.

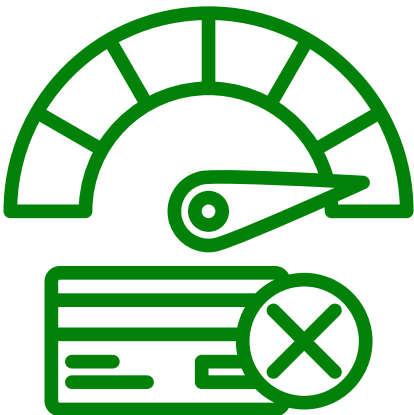
### **Card cancellation/suspension**

The card does not need to be canceled if the cardholder is switching MSU departments or positions. Updated account/object code and Fiscal Officer information can be provided as noted above.

Event cards may be canceled or suspended at any time by cardholders or fiscal officers. It is the responsibility of a cardholder to cancel their Event card when leaving MSU. After submitting a card cancellation request, the cardholder should cut up and dispose of their Event Card. The department Fiscal Officer should be given all outstanding transaction receipts prior to the cardholder's departure to allow for processing.

### **Spending limit changes - requires Fiscal Officer approval.**

The spending limit resets each Saturday as it is a weekly not monthly limit. Increases can be temporary or permanent depending on business need. The email request needs to contain:



1. Spending limit requested (see Spending Limit section above).
2. Whether the increase is to be permanent or temporary.
3. If temporary, then include the date that the limit should revert to the default.



# CARD STATUS AND ISSUES

## DECLINED TRANSACTIONS



If an Event card charge is denied by a merchant, call the number on the back of your card (Bank of America Customer Service at (888- 449- 2273)for an explanation and assistance. Common issues are providing the incorrect PIN or zip code and exceeding the spending limit.

## LOST/STOLEN CARD

If an Event card is lost or stolen, the cardholder must notify the bank and Accounting using the contact information below. The card will be canceled, and a replacement card issued. If the Event card is stolen on campus property, contact the MSU Police as well.

It is important to report lost/stolen cards immediately to avoid the risk of the department/account being liable for any charges that may have occurred before the Event card was canceled.

### REPORTING A LOST OR STOLEN CARD:

BANK OF AMERICA	MSU ACCOUNTING	MSU POLICE NON-EMERGENCY
<b>24/7 within U.S.:</b> (888) 449-2273 <b>Outside U.S. (collect):</b> (509) 353-6656	<b>(517) 355-5000</b> paymentcards@ctrl.msu. edu	<b>(517) 355-2221</b>

## UNAUTHORIZED/FRAUDULENT CHARGES

If you become aware of charges that you have not authorized, or if Bank of America or the card administrator contacts you regarding possible fraudulent charges, contact the Bank of America Fraud Department at 866-500-8262 with 24/7 availability. You will be required to verify your identity using the criteria on your account and then identify any fraudulent charges so that credits can be issued. Your card will be canceled and a new one issued.



# CARD STATUS AND ISSUES

## DISPUTING CHARGES

There is a 60-day period following a transaction in which transaction disputes may be filed with the bank; if filed after this 60-day period, the dispute may not be considered. Disputes should be discussed first with the merchant, and referred to the bank only after attempts to resolve the matter with the merchant have failed.

In the corresponding MPDO edoc (see Transaction Processing for Information about the Event card KFS transaction edoc), you must check the Dispute with Bank checkbox on the transaction. This checkbox is used for tracking purposes only and you must still formally file the dispute with the bank.

If the Dispute with Bank box is checked, the cardholder is required to include a dispute reason in the Notes and Attachments tab and approve the MPDO. The MPDO is still required to be fully routed and approved within 30 days. If a credit is processed for the disputed amount, both MPDO's should be referenced on the other for auditing purposes.

The screenshot shows a transaction form with the following details:

- Total Amount:** 1,100.00
- Transaction Total Amount:** 1,100.00
- Transaction Reference Number:** 25247803059001808043678
- Disputed with Bank:**  (An orange arrow points to this checkbox.)
- Dispute Reason:** Explain the dispute reason here and confirmation cardholder has contacted the bank to dispute the charge.

Account	* Object	Sub-Object	Project	Org Ref Id	* Amount
6212	BUSINESS MEETINGS - FOOD & BEVERAGE				1,100.00
<b>Total:</b>					<b>1,100.00</b>

## EXPIRATION DATES/CARD RENEWAL

Event cards will expire at the end of the month shown on the card. For example, a card with an expiration date of 07/23 will expire July 31, 2023. At some point in the earlier portion of the expiration month, the cardholder will receive an email from Accounting, to confirm a shipping address for the new card. Once the renewal card is activated, the cardholder should destroy the old card.



# TRANSACTION PROCESSING

## KFS EDOC REQUIREMENTS

Event card transactions are routed for approval to the cardholder's Action List in KFS on an Event card document called an MPDO. All charges for one date are consolidated into one MPDO edoc. This means there may be multiple charges on one edoc.



**Although not required, an Activity Log can be helpful in reconciling card transactions.**

Each charge requires a fully legible, itemized receipt and a detailed business purpose. The itemized receipts for Event card charges must be scanned and attached to the corresponding edoc in KFS. The detailed business purpose can be indicated either on the receipt, the description line, or in the Notes and Attachments tab of the edoc. Additionally, the Object Code for each charge should be updated from the default to one that is appropriate for the business purpose/transaction.



**Did you lose your itemized receipt? You can contact the merchant for a new copy. Make sure that your scanned receipt is legible and itemized, and don't forget to attach a detailed business purpose to the MPDO also.**

All associated approvals (cardholder, fiscal officer, and ad hoc approvals) are to take place in KFS within 30 days of the MPDO creation date. In cases where the cardholder and FO are the same employee, the Senior Reviewer on the cardholder's profile will be required to approve.



**Cardholders can do a detailed search in KFS with MPDO as the doc type and their netID as the cardholder netID to search for Event card transaction documents that they have approved but are still waiting on FO or department approval to ensure their transactions are fully approved within 30 days.**





# COMPLIANCE REQUIREMENTS

## COMPLIANCE OVERVIEW

The cardholder and Fiscal Officer are expected to ensure the responsible use of university funds. Event card purchases must be aligned with university policies as outlined in the Manual of Business Procedures and made ethically.

Only the authorized cardholder may use the Event card—delegation of authority is not permitted. Sharing the Event card with others is prohibited as it increases the likelihood of fraud. The cardholder is held responsible for all charges made against their Event card.

Faxing or emailing your credit card number is not recommended. When faxing or emailing a transaction form/order, we recommend including a statement in the billing area of the form, such as, “Once order is received, please call [cardholder name and phone number] for billing information.”

## TAX EXEMPTION

MSU is exempt from paying sales tax in the State of Michigan as well as some additional states. Refer to the [Office of the Controller’s FAQ on Sales and Use Tax](#) and [MBP Section 50](#) for further guidance.

The MSU Federal Tax Identification Number (38-6005984) is included on every Event card. It is the cardholder’s responsibility to ensure that sales tax is not charged by providing suppliers with a copy of the Sales and Use Tax Exempt Status Certificate. If a vendor is not accepting MSU’s tax exempt status, please contact the Office of the Controller – Tax Services for assistance. If tax is charged, please reach out to the vendor to have the tax refunded and cross reference the original transaction edoc and the edoc showing the credit.

## CONFLICT OF INTEREST POLICY

MSU policies require employees to manage their outside activities in such a way as to avoid conflicts of interest. A conflict of interest exists when an employee’s financial interest or other opportunities for tangible personal benefit may compromise, or reasonably appear to compromise, the independence of judgment when the employee performs his/her responsibilities at MSU. Purchases of goods or services from another university employee, from a business in which the employee or a relative has a financial interest, or from another MSU department are not allowed.



# COMPLIANCE REQUIREMENTS

## CONFLICT OF INTEREST POLICY - CONTINUED

As a cardholder, you must take all appropriate steps to assure that the university does not knowingly enter into purchase commitments which would violate Michigan law or result in a conflict of interest related to university policies as identified in the MSU Employee Handbook and MBP Section 270.5.2. Questions regarding possible conflict of interest situations should be referred to [paymentcards@ctrl.msu.edu](mailto:paymentcards@ctrl.msu.edu).

## FEDERAL GUIDELINES

The U.S. Treasury Department's Office of Foreign Asset Control (OFAC) maintains a list of countries with which economic trade sanctions have been imposed. The sanctions pertain to the importing and exporting of goods and services to and from countries whose practices are inconsistent with U.S. foreign policy and national security. Under no circumstances should a purchase be made from a country that appears on the sanctioned list regardless of the funding source. You may contact [paymentcards@ctrl.msu.edu](mailto:paymentcards@ctrl.msu.edu) for assistance or questions.

Federally funded contracts further restrict purchases from certain parties who are excluded from receiving federal contracts, subcontracts, etc. These individuals and/or businesses can be viewed on the Treasury Department website. Under no circumstances should purchases be made from these listed parties using an Event card tied to federal funds.





USE THE EVENT CARD RESPONSIBLY AND ETHICALLY FOR UNIVERSITY BUSINESS PURPOSES ONLY. MAKE SURE TO HAVE MSU TAX EXEMPTION IN PLACE PRIOR TO PLACING CHARGES TO ENSURE CHARGES DO NOT INCLUDE TAX.

# NEVER

SHARE YOUR EVENT CARD WITH OTHERS  
FAX OR EMAIL YOUR EVENT CARD INFORMATION  
USE THE EVENT CARD FOR PERSONAL USE

## ALWAYS

- Get a legible, itemized receipt
- Document the transaction's business purpose

Always request card cancellation or transfers by emailing [paymentcards@ctrl.msu.edu](mailto:paymentcards@ctrl.msu.edu).

Account FO must also approve card changes. If transferring units to a unit that still requires an Event card, email new account information. If leaving MSU, email a cancellation request and cut up your card. You are responsible for all purchases up to the point of cancellation.



Carefully review the Manual of Business Procedures Sections 44-48 and the Event Card Manual



Notify merchants that MSU is tax exempt and provide supporting documentation as applicable

REVIEW MPDOS PROMPTLY SO THAT ALL APPROVALS CAN BE COMPLETED WITHIN 30 DAYS.



Carefully review the Manual of Business Procedures Sections 44-48 and the Event Card Manual

## REPORTING A LOST OR STOLEN CARD

**BANK OF AMERICA**

**MSU ACCOUNTING**

**MSU POLICE**  
NON-EMERGENCY

24/7 within U.S.:  
(888) 449-2273  
Outside U.S. (collect):  
(509) 353-6656

(517) 355-5000  
[paymentcards@ctrl.msu.edu](mailto:paymentcards@ctrl.msu.edu)

(517) 355-2221





**REVIEW MPDOS PROMPTLY SO THAT ALL APPROVALS CAN BE COMPLETED WITHIN 30 DAYS.**



Perform periodic reviews of transactions, using the detailed search of MPDO documents with KFS by cardholder, account or org code.



*Double-check that no tax was charged as MSU is tax exempt.*



Ensure itemized receipts are legible. Confirm that the documented business purpose is allowable.

# VERIFY

the accounting string is accurate and includes an appropriate object code.

IF YOU ARE THE CARDHOLDER, THE SENIOR REVIEWER SHOULD AUTOMATICALLY BE THE NEXT APPROVER ON THE ROUTE LOG. YOU CAN CHECK THE ROUTE LOG TO MAKE SURE THEY ARE ADDED



Always confirm that your cardholders have canceled their Event card by emailing [paymentcards@ctrl.msu.edu](mailto:paymentcards@ctrl.msu.edu) when leaving the University. If moving departments and the Event card is needed in the new position, the new FO can email with updated account information. Ask for the receipts of any incomplete MPDO edocs and complete for them if necessary. The Accounting Office can superuser approve on behalf of the cardholder if they have already left the University.

**Encourage your cardholders to regularly revisit the Event Card Manual and Sections of the MPB that apply to charges being made.**

## IMMEDIATELY REPORT A LOST OR STOLEN CARD

**BANK OF AMERICA**

**MSU ACCOUNTING**

**MSU POLICE**  
NON-EMERGENCY

24/7 within U.S.:

(888) 449-2273

Outside U.S. (collect):

(509) 353-6656

(517) 355-5000

[paymentcards@ctrl.msu.edu](mailto:paymentcards@ctrl.msu.edu)

(517) 355-2221

