Dominican University Corporate Card Best Practices

* **Enter detailed comments into the Corporate Card online portal for all transactions**Detailed comments will allow the approving official and Business Office to easily determine what the purchase is and its business purpose.  Insufficient documentation may lead to additional questions or rejection of your expense report. See attached Expense Report Narrative - Best Practices document for examples.
  + If there you have an Account Manager that processes your expense report, please make sure to provide them with a legible receipt listing:
    - Account code
    - Business purpose
    - Participant names (if a group outing). Far larger university events, please indicate the number of people who attended.
* **Take a picture of your receipts**  
  If you have the capability, take a picture of your itemized receipts or use a mobile scanning app. This ensures that you have a copy of your transaction in the event a receipt get lost or misplaced. Some free mobile scanning apps are: **Adobe Scan and Microsoft Office Lens.**
* **Request Sales Tax Exemption**Dominican University is a tax exempt organization. Every effort should be made to use the university’s sales tax exemption to avoid paying taxes. The Tax Exempt ID# E9987-8895-06 is on the front of the card and should be given to vendors when making purchases (this also applies to meal and/or entertainment expenses).
* **Level Managers should review all receipts**Detailed documentation alone does not ensure all purchases made on the Corporate Card were valid.  Level Managers (supervisors) should review receipts to ensure the documentation matches the actual purchase and that the charge is allowable.
* **Ensure your card is kept secure at all times**The Corporate Card should never be left out in the open, in an unlocked desk, or shared with others.  Once the card has been stolen it may take a while for you to notice it is missing and the university will be liable for those charges. Additionally, if you do find fraudulent charges on your statement, or notified of suspicious activity, it is the cardholder’s responsibility to call Fifth Third Bank at (800)375-1747.

**Expense Report Narrative - Best Practices**

|  |  |
| --- | --- |
| **Incorrect Expense Description** | **Correct Expense Description** |
| **Vendor:** Amazon **Description:** Office Supplies | **Vendor:** Amazon  **Description:** Per Order #123456, pens and electric stapler for for Business Office |
| **Vendor:** Hilton Hotels  **Description:** Hotel for Conference | **Vendor:** Hilton Hotels  **Description:** Hotel for B. Gates, April 22-24, 2019 while attending CACUBO in Orlando, FL |
| **Vendor:** Jim & Pete’s  **Description:** Lunch for office staff | **Vendor:** Jim & Petes  **Description:** Lunch at Jim & Pete’s with vendor to discuss ERP Implementation (D. Bach, S. Orman, D. Ramsey). |
| **Vendor:** Jewel  **Description**: Snacks for Meeting | **Vendor:** Jewel  **Description**: Snacks for Staff Meeting 11/2/18 (T. Hamm, N. Godfrey, M. Marquit) |
| **Vendor:** Barnes & Noble  **Description:** Credit from Previous Statement | **Vendor:** Barnes & Noble  **Description:** Credit for returned book purchased on 6/10/19 |

**Additional Note**: Your receipt should reflect the charge on the card. Please review your documentation carefully to address any discrepancies (i.e. charge includes the tip, but the uploaded receipt does not). This will help to facilitate the approval process and lessen the chance that the expense report will be rejected by your Level Manager or the Business Office.