Program Participant Meals Purchased with the CWU Connection Card Procedures

Authority: This procedure is governed by CWU Policy 2-10-170, Connection Cards. A Connection Card issued to a department or to the coordinator of a grant is issued solely for department use. The use of a departmental card is authorized for use by only for employees within said the department and only for approved departmental or grant purposes, use within the scope of departmental or grant business. The card is not authorized for personal use, and any use of the card for personal reasons is in violation of CWU Policy 2-40-210 State Property.

There is a setup charge for the new connection card or to replace a lost card. The current cost, as established by the Connection Card Office, will be assessed for new and/or replacement departmental connection cards. If a connection card is lost, contact the Connection Card Office at once.

(A) Procedure for obtaining a departmental or grant Connection Card:

The following documents must be directed to the Connection Card Office Supervisor:

1. A detailed written request outlining the intended use/uses of the card and the designated who will be the cardholder.
2. A charge/credit form (http://www.cwu.edu/~acctng/forms/chargecredit_FMS.pdf) invoice initiated by the department/grant coordinator indicating the dollar amount to be placed on the card, appropriate project ID and account numbers, and with valid signatory authority. Please indicate in the description section of the invoice that the charge is for a Department Connection Card.

The charge/credit invoice will be completed in the Connection Card Office and forwarded to Enterprise Accounting for processing, with a fully executed copy being returned to the originating department. A Department Connection Card will then be issued to the requesting party in the amount charged.

(B) Responsibility of Cardholder (typically departmental secretary):

(a) Ensure that authorized charge/credit invoices are forwarded to the Connection Card Office Supervisor for processing.
(b) Maintain a log of the following information: date and time an employee checks out the departmental card, brief description of the purpose of the expenditure, signature of employee checking out the card, record that the card was returned, and the dollar amount remaining on the card.

It is the responsibility of the cardholder to follow up with the employee if a card is not returned within a reasonable period of time.
A system generated report outlining the monthly activity on a departmental connection card will be automatically sent to the department cardholder each month. When that report is received, it is the responsibility of the cardholder to attach the report to the log for that month and maintain all supporting documentation for the time required under the policies for archiving of materials (see http://www.cwu.edu/~bsc/retention.html). Enterprise Accounting must be notified if the cardholder has changed so the system can be updated to ensure the monthly reports are successfully delivered.

(CB) Adding Money to a Department Connection Card

When the cardholder deems it necessary to add money to an existing card he/she will initiate a charge/credit invoice with the proper budget numbers and signatory authority and will deliver or forward the said invoice to the Connection Card Office Supervisor, along with an attached memo outlining why the additional charge is necessary. Once the charge/credit invoice is received the dollar amount requested will be added into the system on the account for that card. Be sure to note in the comments section of the charge/credit that this money is to be added to your Department Connection Card. When determining the amount applied to the meal plan card the amount cannot exceed the State per diem rates when using state or federal funds. Prior approval from the Grants Office is required if the purchaser uses a grant project ID number. The Grants Office will require documentation to show the grant has the spending authority for meals to participants.

There is no daily or per meal dollar limitation however, in most circumstances, the total dollar value of the card will not be increased limit on the amount the card holder can spend in any one day or meal; however, generally he/she will not receive more money if he/she spends all of his/her money before the end of the term. Any unexpended funds remaining on the card if there is money left on the card, it will be returned to the project ID by the Connection Card Office. To ensure the card holder will have money for meals through the end of his/her stay, it is recommended to replenish the card to an agreed-upon amount at the beginning of each period, determined by the project ID manager and the Dining Services Office. Upon request, the Connection Card Office will supply the project ID manager with a current patron report showing all account activity. It is the responsibility of the project ID manager to notify the Connection Card Office of the new balance for each new period.

(C) Responsibility of Cardholder (typically departmental secretary or grant coordinator):

(a) Ensure that authorized charge/credit invoices are forwarded to the Connection Card Office Supervisor for processing.
(b) Maintain a log of the following information: Keep a log wherein the following is recorded: date and time an employee checks out the departmental card, brief description of the purpose of the expenditure, reason the card is being used, signature of employee checking out the card, record that the card was returned checked back in and the dollar amount remaining on the card.
It is the responsibility of the cardholder to follow up with the employee if a card is not returned/checked in within a reasonable period of time.

A system-generated report outlining the monthly activity on a departmental/grant department connection card will be automatically sent to the department/grant cardholder each month. When that report is received, it is the responsibility of the cardholder to attach the report to the log for that month and maintain all supporting documentation/aid materials for the time required under the policies for archiving of materials. Enterprise Accounting must be notified if the cardholder has changed so the system can be updated to ensure the monthly reports are successfully delivered.

(D) Closing an Account

When the cardholder makes a determination that the Department Connection Card he/she is responsible for is no longer needed, he/she will initiate a charge/credit invoice so that the dollar amount remaining on the card (if applicable) can be credited back to the proper department or grant. The cardholder will forward the said invoice to the Connection Card Office for completion and forwarding to Enterprise Accounting, and the account on the departmental connection card will be closed.

(E) Card Setup and Replacement - Departments will be assessed a fee for a new department or grant connection card. Connection card replacement is governed by CWU Procedure 3-50-525.

If program participants are provided meal cards to cover meals during their stay at Central, the following procedures apply:

When determining the amount applied to the meal card, the amount can not exceed the State per diem rates when using state or federal funds. The project ID manager will deduct any meals that are planned to be provided to the card holder outside of the meal plan, such as banquets, barbecues and meals with meetings. The Director or Assistant Director for Dining Service will help in determining the appropriate amount to fund the meal card.

There is no limit on the amount the card holder can spend in any one day or meal; however, generally he/she will not receive more money if he/she spends all of his/her money before the end of the term. If there is money left on the card, it will be returned to the project ID by the Connection Card Office. To ensure the card holder will have money for meals through the end of his/her stay, it is recommended to replenish the card to an agreed-upon amount at the beginning of each period, determined by the project ID manager and the Dining Services Office. Upon request, the Connection Card Office will supply the project ID manager with a current patron report. It is the responsibility of the project ID manager to notify the Connection Card Office of the new balance for each new period.
There is a setup charge for the new connection card or to replace a lost card. The current cost, as established by the Connection Card Office, will be assessed for new and/or replacement connection cards. If a connection card is lost, contact the Connection Card Office at once.

Prior approval from the Grants Office is required if the purchaser uses a grant project ID number. Grant project ID numbers are between 21000 to 23999. The Grants Office will require documentation to show the grant has the spending authority for meals to participants.

[Responsibility: ___________________; Authority: ___________________; Reviewed/Endorsed by: Cabinet/UPAC; Review/Effective Date: xx-xx-xxxx; Approved by: James L. Gaudino, President]

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