Student Checkout Card

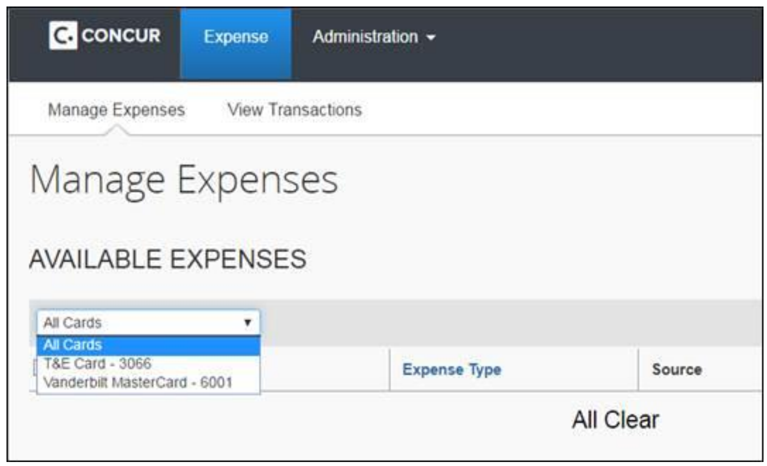
Card is requested by and issued to a Vanderbilt Employee who serves as the trustee of the card

Trustee Responsibilities:

- Keep card safe & secure at all times – notify card office prior to any type of leave that could affect card process
- Manage the checkout process – maintain complete checkout log – review all transactions for appropriateness & accuracy
  - all transactions should be reviewed in the expense system by the trustee weekly (at minimum) to ensure all transactions are documented on the log and are accurate – if fraudulent transactions are identified contact bank immediately by calling the US Bank customer service number printed on the back of your card – 1.800.344.5696
- Allocate & expense all transactions within 30 days of the posted date of the transaction

Where do I find transactions to review and expense them?

All card transactions will feed into Concur within two days of when they post at the bank. Credits take longer for banks to post. All transactions will feed into the trustee's profile into their "Available Expenses" list. A trustee who has multiple cards can view activity for all cards or view it by card by choosing one card form their drop down list (shown below).



When should I expense them?

All card transactions will feed into Concur within two days of when they post at the bank. They should all go into one expense report per month and be submitted **and approved within 30 days** of the oldest transaction in the report. There should only be one expense report submitted per month and the report header should identify the report as a student checkout card report. ***Example:*** *"Law Student Card – March 2017"*

Who do I contact if I have questions/concerns? You can email paymentcards@vanderbilt.edu.

Important to check prior to submitting a report

All card transactions will feed into Concur within two days of when they post at the bank. They will all have an **orange MasterCard icon** attached to them. They will also have a payment type of "Vanderbilt MasterCard". If a transaction is missing the icon – delete it. If a transaction is showing a payment method of Out of Pocket – delete it. Always review the report totals box to ensure the "Amount Due Employee" shows as zero.