

# **MINES** | Administrative Processing Services (MAPS)

## ONE CARD HANDBOOK

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## Introduction

The Colorado School of Mines *One Card* is a Visa Procurement card issued through US Bank. This card can be used by authorized Colorado School of Mines' (Mines') staff, faculty and graduate students to purchase low-dollar items (maximum \$4,999) intended for school use. The authorized cardholder is able to purchase directly on behalf of Mines, thereby allowing Tax-Exempt status. The *One Card* is property of the Colorado School of Mines and should be used in accordance with all [Financial Policies](#) and [Procurement Policy and Procedures](#).

It is required for all Cardholders to read this handbook in its entirety. The information contained in this handbook will guide the Cardholder on what purchases are and are not authorized, the required documentation needed for each transaction, steps to request adjustments, and other important information about the program.

For additional information, please contact the Mines Administrative Processing Services (MAPS) office.

**MINES**  
Administrative  
Processing  
Services (MAPS)

303-273-3166  
[maps@mines.edu](mailto:maps@mines.edu)

## Who Can Participate in the One Card Program?

Faculty, staff and graduate students may participate in the program at the discretion of their Department Supervisor, Vice Presidents, or Directors, based on the following requirements:

### Colorado School of Mines Employee – Faculty or Staff

- Have authorization from his/her Direct Supervisor
- Agree to abide by the One Card procedures and guidelines as outlined in this handbook as well as all Mines Financial Policies and Procurement Rules
- Complete the training course given by the Credit Card Administrator pertaining to the use of the One Card, transaction expense reporting, and documentation requirements
- Sign Cardholder Agreement

### Graduate Students

Graduate Students who have a job on campus may also obtain a One Card at the discretion of their Direct Supervisor, Vice President, Department Head or Director on a case-by-case basis and must follow the same requirements as for a Mines Employee listed above.

Additional information that will be gathered for Graduate Students are:

- Employment contract start and end date
- Approval of Faculty or Staff (Primary Investigator (PI) when working under a grant) that has signature authority on the Index to be charged
  - Please note this person will be responsible for completing expense reports for all transactions made by the Cardholder, if the Cardholder fails to complete it.

## Getting Started

### Steps to Order One Card

- Applicant will request a One Card through the [MAPS Service Request Portal](#).
- Applicant's Direct Supervisor will be asked to provide approval during the application process.
- Once the card has been ordered, the applicant will receive an invitation to participate in the One Card Training.
- After completing and passing all of the One Card Training, the Cardholder will receive notification when the card is available for pickup. Cards are picked up at the MAPS Office, located in room 224 of Guggenheim Hall.

### Activating One Card

- Call the phone number on the face of the card: **800-344-5696**
- Enter in card number
- Enter in the billing zip code: 80401
- When asked for Social Security Number – enter the *last four digits of the CWID (Campus Wide ID)* ○  
**NOTE:** The bank does *not* have the Cardholder's Social Security Number on file. Any time the Bank asks for the last 4 digits of the Social Security number, use the **last 4-digits of the CWID**
- Enter in Mines phone number (if no assigned extension, use **303-273-3000**) •  
Choose a 4 digit PIN

## Questions to Ask Before Using One Card

Ask the following questions before selecting the merchant:

- Does the merchant accept a credit card?
- Does Colorado School of Mines or the State have an established vendor for use in procuring the needed goods or services? Visit the [Business Operations website](#) to view standing agreements.
- If there is not an established price agreement, does the vendor offer a discount to the Mines or to higher education facilities?
- Will the vendor honor the Mines' Tax-Exempt status?

## Placing an Order

A purchase or an order can be completed in person, by phone, fax, mail or online. If purchasing online, make sure it is a secure website or place the order by phone.

When placing an order, make sure:

- The purchase is tax exempt if purchasing from a vendor in the State of Colorado.
- The merchant gives any applicable discounts.
- Itemized documentation showing description and cost of each item is requested.

**Note:** Cardholder must give correct billing address for the transaction to be authorized. The billing address can be found on the email received when the card is ready for pickup and on the Cardholder's monthly statement.

## Documenting Transactions

- Keep all receipts and documentation.
- Source documents must include the following information:
  - Vendor identification (merchant name)
  - Date of purchase
  - Description and quantity of each item purchased
  - Cost per item
  - Total cost of order
  - Cardholder name and/or last 4 digits of card number
  - Explanation of purchase (if it is an unusual purchase for the specific department)
- Attach other applicable required documentation for a transaction, such as an Official Function Authorization

A combination of documents is allowed in order to complete the requirements of valid source documents. Examples of source documents may include any of the following or combination of the following: • A receipt and credit card transaction slip from the merchant

- A packing slip showing total cost of order and/or item cost
- Order forms for dues, subscriptions, registrations or similar items
- Vendor invoice
- An email confirmation from the merchant

## Missing Receipt

If a receipt is missing for any reason, first contact the vendor to see if they will provide a duplicate receipt. If unable to obtain a duplicate receipt, provide a written explanation and description of the purchase.

## Reporting Transactions

Colorado School of Mines uses **Chrome River** to report financial information for each One Card transaction. It is the Cardholder's responsibility to create Chrome River Expense Reports with appropriate documentation and allocations for all transactions that have posted to Chrome River during the calendar month, by the 15th of the following month.

## Responsibilities

### Cardholder Responsibilities

- Complete all required training and certifications.
- Read the One Card Handbook in its entirety
- Only use the One Card for appropriate purchases that follow Mines' policies including but not limited to: [Financial Policies](#), [Procurement Policy and Procedures](#), and [Direct Charge Policies](#) (applicable to sponsored grants and contracts).
- Protect the card at all times to prevent unauthorized use. **Do not share or authorize others to use the card.** Take immediate action if the One Card is compromised in any way. • Obtain proper documentation for each transaction.
- Review transactions for accuracy and appropriateness
- Create Expense Reports with appropriate documentation and allocations, for all transactions that have posted to Chrome River during the calendar month, **by the 15th of the following month.**
- Identify any transactions that need to be disputed and contact the merchant to resolve the dispute directly.
- Notify the One Card Administrator about terminations, transfers, or account information changes.
- Ensure that all eligible purchases are under the Colorado School of Mines' tax-exempt status. • Surrender One Card to Direct Supervisor upon termination of employment or upon expiration of an HR Contract for a Graduate Student.

### Electronic Travel and Expense System

- Complete all required training and certifications.
- Attach any required transaction documentation to the Expense Report.
- A Cardholder can have one or more delegates who may work in the expense System to reconcile transactions on their behalf.
- Ensure that each transaction has a valid Index, Account Code and Business Purpose. • Ensure all required source documentation is retained within the department, in accordance with record retention policies.
- Only the Cardholder can submit the expense report.

### Direct Supervisor Responsibilities

- Complete all required training and certifications.
- Monitor transactions of assigned Cardholder for appropriateness of purchases. • Ensure adequate transaction documentation and explanation of business purposes is available for every transaction.
- Ensure that all Expense Reports are submitted on a timely basis, and are reviewed and approved.
- Identify possible Cardholder violations and take appropriate action if found.
- Request and authorize changes to the One Card as needed.
- Track disputed items to ensure proper credit has been received.
- Inform the Credit Card Administrator of all transfers or terminations of assigned Cardholders and obtain the One Card plastic before they leave.

## Liability

Each department is liable for all One Card charges initiated by Cardholders under their supervision. If it is determined that a charge is made on the One Card against Mines' Financial Policies, the Cardholder may be liable for that charge.

- **Charges on Lost or Stolen Cards:** The department is liable for all transactions made on a lost or stolen card before it is reported lost or stolen to the issuing bank. Disputes and suspected fraud must be reported to the **US Bank Fraud Department at 800-344-5696** within **59 days\*** of the posting date.  
**\*Please Note:** Reporting does not guarantee the Bank will assume liability.
- **Sponsored Project Charges:** The department is liable for all transactions reallocated to sponsored program funds, including any charges that are unallowable according to the terms of the specific grant/award.

## Applicable Purchasing Policies and Guidelines

The One Card is used by the Colorado School of Mines' staff, faculty and students as a convenient way to purchase many of the items needed to perform their job. This card may be used for approved non-capital equipment, supplies and services costing less than \$4,999 (including any applicable tax, fees and shipping). All One Card holders are responsible for following Mines' policies and procedures including but not limited to those listed below:

- Colorado School of Mines' [Financial Policies](#)
- Colorado School of Mines' [Procurement Policy and Procedures](#)
- [Direct Charge Policies](#) (for purchases related to Sponsored Projects)
- [Policy 2-1: Propriety of Expenditures](#) (see Tests of Propriety below)

## Tests of Propriety

All expenditures by the University shall be made for official business purposes only and shall be reasonable and necessary under the circumstances. Expenditures shall at all times be limited to the amount of funds that have been budgeted or allocated for such purposes.

The tests of propriety are used to evaluate whether or not an expenditure is an appropriate use of University funds, regardless of the source. An expenditure of University funds will be considered proper only if it meets all of the tests of propriety. The list below contains questions designed to test the propriety of expenses by forming an evaluation framework.

Is this transaction:

- i. For Official University Business?
- ii. In the best interest of the University?
- iii. The most effective way to accomplish Official University Business?
  - iv. Without the expense, would programmatic objectives be difficult or otherwise more costly to achieve or would the impact, level, or quality of the achievement be reduced?
- v. In compliance with applicable policies, laws, regulations and rules; and contracts, grants, and donor restrictions including having the required approvals and authorizations by the appropriate individuals?
- vi. Within the available resources of the responsible unit, taking into consideration all outstanding commitments and encumbrances?
- vii. Directly beneficial to the responsible unit where it is being charged?
- viii. Reasonable? – (The quantity and quality of goods or services being purchased are sufficient to meet the University's identified need without exceeding it); and
- ix. In compliance with University conflict of interest provisions? – (Does an Employee derive private gain, or appear to derive private gain, as a result of the transaction? If yes, then

the transaction violates the conflict of interest provisions in the [Faculty Handbook](#) or the University [Conflict of Interest policy](#))

If any of the above questions receives a “no” response then the transaction is not appropriate for University funds. Evaluating the propriety of University expenses requires exercising a high degree of judgment and discernment.

The mere appearance of impropriety with a sensitive purchase may be just as serious and damaging as the existence of actual impropriety. Reports of impropriety based on appearances can undermine the public trust in our institution and its commitment to its educational mission. Accordingly, apparent impropriety should be evaluated with the same vigor as actual impropriety.

## Allowable One Card Purchases

- Office Supplies
  - Lab Supplies
  - Reference Materials
  - Conference Registrations • Software
  - Services (Excluding Independent Contractor Payments)
- Airfare (Frosh Travel must be used for international travel and all travel over \$1,000)
  - Lodging
  - Parking
  - Rental Vehicles
  - Fuel for Rental Vehicle
  - Ground Transportation

## Prohibited One Card Transactions

- Cash or Cash-Type Transactions
  - Gift Cards
  - Telecom Purchases
  - Chemicals and Hazardous Materials Purchase with Tax (within Colorado)
  - Costco/Sam's Club Memberships
  - Amazon Prime Membership
  - Unauthorized Airline Add-On
  - Branded Materials
- Personal Purchases
  - Contracts without Authorized Signature
  - Split Purchases
  - Alcohol Purchases (unless Event Exception)
  - Utility Payments (unless approved by Controller)
  - Personal Meals
  - Personal Purchase on Amazon Business Account



## Purchasing Guidelines/Information for One Card Restricted Items

### Cash or Cash-Type Transactions

This includes (but not limited to) cash advances, gift cards, traveler's checks and money orders. It is prohibited for cardholders to receive cash as a credit or refund for a One Card purchase.

### Gift Cards

Cardholders cannot purchase gift cards with their One Card due to the tax laws governing gifts. There are restrictions on the amounts that can be given and the gift must be reported to the IRS as taxable income. Therefore, all allowable gifts cards need to be requested from the MAPS department through the [Mines Help Center](#). Please see the [Appendix D-Examples of Sensitive Expenditures](#) for more information on when a gift card is acceptable.

### Telecom Purchases

The purchase of telephone calls is prohibited where there is no billing available from the merchant itemizing the calls. The payment of cell phones and data plans are also prohibited on the One Card. **Exceptions:** The One Card may be used for telecom payments for required departmental phones.

### Chemicals and Hazardous Materials

Chemicals and Hazardous Materials must be ordered through the Environmental Health & Safety Department by first filling out the [Chemical Requisition Form](#).

\*Standard compressed gas cylinders may be rented from vendors (such as AirGas and General Air) using the One Card. Small cylinders (i.e. lecture bottles) of highly hazardous or acutely toxic gases are considered hazardous materials which are to be purchased using the chemical requisition form.

### Tax Exemption

Cardholders are purchasing on behalf of Colorado School of Mines, therefore all purchases in the State of Colorado are exempt from State taxes. Cardholders are required to inform each merchant of the School's Tax Exempt status. The School's Tax Exempt number is printed on the front of the One Card.

- The Tax-Exempt form can be found on the [Controller's Office website](#) and sent to vendors upon request.
- If taxed on a purchase from a vendor in the State of Colorado, the Cardholder is expected to work with the vendor to obtain a refund.
- Paying taxes for purchases made in the State of Colorado will result in violations against the Cardholder.

### Costco/Sam's Club Memberships

Costco and Sam's Club Memberships cannot be purchased for school use due to the language in the contract that members are asked to sign. However, Mines faculty, staff and/or students are authorized to purchase items for school use on their personal Costco/Sam's Membership and submit for reimbursement. The Mines Tax Exemption cannot be applied to these purchases so taxes will be reimbursed and no One Card violation points will be assessed.

## Amazon Prime Memberships

Colorado School of Mines currently has a Tax-Exempt Amazon Business Account with free Prime shipping so no other Prime Memberships will be authorized. Additionally, only the Mines Amazon Business account is authorized for school purchases. One Card cardholders can request to join the existing Mines Amazon Business account by emailing the MAPS office at [maps@mines.edu](mailto:maps@mines.edu). The Business Account is for **SCHOOL PURCHASES ONLY**. All personal purchases must be ordered through a separate personal Amazon account. Violation points will be assessed for non-compliance. All shipments must be sent to Distribution Services and addressed as below:

**Purchaser's Name**  
**Department Name**  
**1301 19<sup>th</sup> Street**  
**Golden, CO. 80401**

## Branded Materials

All faculty, staff and students must use a purchase requisition when securing merchandise that contains a Colorado School of Mines logo or trademark. Colorado School of Mines prohibits the use of a field purchase order (FPO), procurement card (One Card) or voucher request for any Mines branded materials.

## Personal Purchases

Cardholders must report any inadvertent personal purchase to their Approving Officials immediately and must either reimburse Mines or arrange for a credit transaction from the merchant. Documentation must include proof of merchant credit or reimbursement by employee. If it is determined that a charge is made on the procurement card that violates any Mines' Financial Policy, the cardholder may be personally held liable for the unauthorized charge.

## Sponsored Projects

The purchase of goods and services for sponsored projects must comply with:

- The overall intent of the award
- The specific detail of the sponsor's regulations
- Colorado School of Mines' policies and procedures
- Direct Charges must be related to specific actions supported by a grant

Additional guidance for sponsored project expenditures is provided by the Office of Research Administration and Fiscal Services. Please also see the Direct Charging Policy for more information.

## Contracts without an Authorized Signature

Contracts that require an authorized signature must be routed through Procurement Services for appropriate signature(s) prior to making the purchase. Cardholders do not have signing authority on behalf of the School. This includes any purchase where Mines is obligated to sign a vendor's set of Terms & Conditions.

## Unauthorized Airline Add-Ons

All travel shall be completed using the most economical means available that will satisfactorily accomplish Official University Business using any appropriate source of funds. Seat charges and Early Boarding charges are allowable. Additionally, the traveler may request reimbursement for economy plus travel when the travel is more than 3 hours non-stop air travel or business class travel for international flights when the non-stop air travel is more than 9 hours. Both seat upgrades require prior approval from the Approving Authority. All other unauthorized upgrades are not reimbursable and are therefore the financial responsibility of the traveler.

## Split Purchases

Under Mines' Procurement Rules, it is prohibited to split a purchase in order to circumvent One Card limits. A split purchase is defined as:

- The purchase of a single item costing over the Cardholders single transaction limit, not to exceed \$4,999 (including shipping), with the purchase being divided (split) into more than one transaction by the Cardholder or divided amongst several Cardholders
- A single purchase transaction totaling over \$4,999 (including shipping), where the Cardholder has instructed the vendor to divide the payments to get authorization through the bank system; or, the purchase of a group of items totaling over the Cardholders single transaction limit, not to exceed \$4,999 (including shipping), for a single purchase need that has been requisitioned into smaller individual orders to get around the single transaction limit, whether the ordering occurred over a few days or several transaction authorizations were within a single day.
- Purchasing the same item, regardless of amount, where the cumulative purchase during the fiscal year would exceed the established purchase thresholds that require Procurement Services to issue a Purchase Order.

**Exception:** Multiple conference registrations are not considered violations under the split purchases policy. Event registration fees are considered to be the total of the *individual* registration fee. For example, It is acceptable for a Cardholder to register six people (six individual registrations), at \$1,000 per registration, using six different transactions.

## Alcohol Purchases

Cardholders cannot use the One Card to purchase alcohol unless they have been granted an Event Exception by the Controller and all sections of the [Institutional Alcohol Policy](#) and [Student Alcohol Policy](#) have been followed. The [One Card Adjustment](#) form must be submitted through the [Mines Help Center](#) to request an Event Exception, at least 7 days prior to the Event.

## Personal Meals

Personal meals cannot be purchased with the One Card. If an employee is in travel status, they are eligible to request Per Diem prior to travel. Visit the [Per Diem Wizard](#) for instructions to request Per Diem.

## Card Abuse/Employee Fraud

### Card Abuse:

- Personal purchases not reported by Cardholder represents Fiscal Misconduct. Report immediately any suspected fiscal misconduct or abuse of the card to the Credit Card Administrator, or the Mines' Internal Auditor.

### Employee Fraud:

- Intentional personal use (including float)
- Multiple reimbursements for the same expense (voucher and One Card)
- Not applying credits for returned items to the One Card

## Declines, Disputes, and Returns

### Declined Transactions

If a One Card transaction is declined, contact the Credit Card Administrator or US Bank Customer Service (**800-344-5696**) to obtain more information regarding the decline.

Common reasons for a declined transaction are:

- Cardholder did not activate the card
- Cardholder has reached either the single item or monthly credit limit
- Merchant Code (MCC) is blocked
- Billing address, Expiration Date or Verification Code (CVV) error

### Disputes

If the Cardholder has been charged incorrectly, the transaction should be disputed. The Cardholder should first work with the merchant directly to see if they will help resolve the situation. If the vendor is not willing to work with the Cardholder, a formal dispute should be recorded with the bank. Disputes should be used in the following scenarios:

- Unauthorized charges, including unauthorized phone or mail order charges
  - Difference in dollar amount authorized as opposed to amount charged
  - Duplicate charges
  - Account not yet credited though the vendor stated they would
  - Merchandise not received
  - Merchandise returned
  - Defective merchandise
  - Altered charges
  - Unrecognized charges
- (If fraud is suspected, immediately call US Bank to report: **800-344-5696**. Then notify the Credit Card Administrator)

### Bank Dispute Process

- The disputed charge must be placed in dispute status in Access Online System.
- The bank immediately issues a credit for the dispute, pending correspondence with the merchant.
- It is preferred to put both the original charge and the credit on one Expense Report in Chrome River. Both transactions should also be charged to the same Index/Account so they net zero.

### Returns

- Arrangements need to be made directly with the merchant before returning a purchased item.
- If a replacement item is sent, the merchant should credit the returned item and process a new transaction, unless there is an exchange of like items, i.e. different colors.
- **Credit card refunds/credits should never be in cash.**
- If there is an issue with an order or goods are returned/exchanged, keep sufficient documentation of the transaction including names, dates and all correspondence. This information is needed for a formal dispute.

## One Card Violations

Violations are monitored on a point based system. Violations are issued on a weighted system (from 15-150 points per violation). If a Cardholder receives 150 points within two fiscal years, the card will be suspended for a minimum of 6 months pending completion of One Card reinstatement training. Additionally, if the Cardholder violates any part of the Cardholder Agreement, the card may be revoked or suspended at any time. Violation Notifications are issued to Cardholders who misuse the One Card. One Card violations can be reported by anyone including Approving Officials, the Credit Card Administrator, or Auditors of the One Card.

Continued misuse of the One Card beyond a two-year period of time may result in the One Card being revoked at the discretion of the Director of Shared Services.

### One Card Violations

- Card Abuse/Employee Fraud – **150 Points**
- Contract without Authorized Signature – **75 Points**
- Inappropriate purchase – **50 Points**
- Taxes Charged (In the State of Colorado) – **15 Points**
- Split Purchases – **75 Points**
- Cash or Cash-Like Transactions- Gift Cards – **75 Points**
- Chemicals and Hazardous Materials Purchase – **50 Points**
- Unauthorized Alcohol Purchase – **50 Points**
- Allowing Unauthorized Person to Use One Card – **25 Points**
- Missing Documentation – **15 Points**
- Personal Purchase – **15 Points**
- Unauthorized Airline Add-On- **15 points**
- Amazon Prime Membership – **15 Points**
- Personal Purchase on Amazon Business Account- **15 Points**
- Costco/Sam's Club Membership – **15 Points**
- Branded Materials – **25 points**
- Personal Meals – **15 points**
- Personal Purchases on Amazon Business Account - **15 points**

## One Card Controls and Limits

### Built in One Card Controls

Each One Card account has several controls that are pre-established. These controls are set based on the discretion of the Direct Supervisor, Department Head or Credit Card Administrator.

- **Single Purchase Limit:** This limit determines the maximum dollar amount that can be spent on a single transaction. This limit is set by your department and can be set to a maximum of \$4,999.
- **Cycle Limit:** This limit determines how much money you are allotted during the card cycle. This cycle lasts approx. 30 days, beginning on the 11th of each month and ending the 10th of the following month. This limit is set by the department and can be set to a maximum of \$20,000.
- **Merchant Category Codes (MCC):** This is a four-digit number assigned to a vendor to help classify the business by the type of goods or services it provides. Each One Card is further set up to exclude specific Merchant Category Codes.

## One Card Adjustments

Some Cardholders have extenuating circumstances that require an adjustment to the standard One Card limits. The [One Card Adjustment Form](#) is used for such circumstances. Cardholders can request either general adjustments or an Event Exception.

### General Adjustments

- Credit Limit (up to \$20,000)
- Single Purchase Limit (up to \$4,999)
- Department/Direct Supervisor change

General adjustments can be requested through the [Mines Help Center](#) by submitting a completed University One Card Adjustment form. Please allow 2 business days for processing.

### Event Exceptions

- **Only Mines Faculty or Staff may request an Event Exception and approval from the Director of Shared Services is required.** Upon approval, the cycle limit on the One Card will be increased to \$25,000.00, the single transaction limit will be removed (**cardholders are still required to have a purchase order if the amount of the transaction is \$5,000 or higher**). With this exception, Cardholders will be allowed to make purchases for *Official School Business* related to non employee travel, employee group travel (student travel), and official functions. Alcohol purchases are allowed with this exception as long as they are in compliance with the Mines' [Institutional Alcohol Policy](#) and [Student Alcohol Policy](#) (if applicable), required approval to serve alcohol has been obtained, and alcohol purchases are charged to an index which allows for alcohol.

Event Exceptions can be requested through the [Mines Help Center](#) by uploading a completed Adjustment Request Form. Please allow at least 7 business days for processing to ensure all steps have been completed and the Controller's approval can be obtained.

## Lost or Stolen Cards

If your card is lost or stolen *immediately call* US Bank: **800-344-5696**

*Then* notify the Credit Card Administrator: **303-273-3166**.

## Canceling the One Card Account

When terminating employment at the Colorado School of Mines, transferring departments or at the end of a Grad Student's contract, the Cardholder or Direct Supervisor must contact the Credit Card Administrator to close or transfer the One Card appropriately. Cardholders are responsible for all charges until the One Card account is canceled.