INFORMATION & POLICIES FOR CARDHOLDERS

⇒ **Transaction & Spending Limits:** credit card purchases are limited to $5,000 per transaction and $5,000 per month. Although cards are set up with pre-set limits, your actual spending authority may be less. Talk to your funding office administrator if you have questions.
  - Limits can be raised on a temporary basis; get in touch with your card approver no later than three business days before the planned purchase/trip.
  - No splitting of charges: a large purchase that would otherwise violate the transaction limit cannot be split into two separate charges. Doing so is grounds for card cancellation.

⇒ **Tax Exemption:** purchases made by credit card are exempt from most state sales taxes, including New Jersey sales tax, because they are made on behalf of Princeton University. It is up to you to make this clear to the company you are dealing with at the time of purchase and to ensure the business will not charge sales tax carry with you a tax exemption form if you are making the purchase in person. A list of tax exemption certificates is available here: [http://finance.princeton.edu/how-to/buying-paying/buying-paying-basics/sales-tax-exemptions/](http://finance.princeton.edu/how-to/buying-paying/buying-paying-basics/sales-tax-exemptions/)

⇒ **Prohibited Purchases:**
  - **Alcohol or Alcohol-related paraphernalia:** Credit cards cannot be used to purchase alcoholic beverages or any alcohol-related merchandise like shot glasses or flasks.
  - **Services:** Credit cards cannot be used to purchase a service that can be claimed as income by the service provider. For example, cards cannot be used to pay for the services of a DJ, etc. Taxi service, however, is acceptable.
  - **Gift Cards:** University funds cannot be used to purchase gift cards under any circumstances.

⇒ **Travel Use:** If you are going to be using your credit card outside the Princeton area, alert your ODUS approver before departing so he/she can verify with the bank that transactions from outside the usual area are not fraudulent.

⇒ **Business Use only:** Credit cards are intended for business use only. Personal purchases made on University credit cards will subject the cardholder to disciplinary action. Personal purchase charges must be repaid to the University in full.

⇒ **Authorized purchases:** Any unapproved or otherwise unallowable expenses transacted with University credit cards must be repaid to the University in full.

⇒ **Personal Responsibility:** Each cardholder is responsible for securing his/her own card, card number and PIN and may not share it with other individuals. All charges put through on your University credit card are your responsibility.

⇒ **Substantiation & Deadlines:** You will be required to submit monthly expense reports to substantiate your card activity which will include information on the business purpose of each transaction and an itemized receipt image or printed receipt image for each transaction.
  - **Expense reports are due to your approver on the last day of each month,** and should cover all card activity since your last expense report. If your report is not submitted by the last day of the month, your card will be subject to suspension
  - If your report is still not submitted by the 7th of the following month, your card will be subject to cancellation and neither you nor any member of your group will be able to reapply for a card.