

# **OFFICE OF THE CONTROLLER**

## **General Accounting - Treasury Team Team Card Training**

**May 2025**





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# Team Card Overview



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# Team Card Program

Used only to make purchases for the legitimate team travel business benefit of USC.



- To be used for team travel related expenses-examples: hotel, transportation, meals, gas.
- Can be used for purchases of unforeseen incidentals related to team travel: i.e., snacks, supplies.
- Travel related Merchant Category Code.



# Requesting Team Cards

- Complete Team Card Request Form
- Email form to: [teamcard@mailbox.sc.edu](mailto:teamcard@mailbox.sc.edu)
- Allow 7-10 days for processing
- Cards will be mailed to your campus address as indicated on request form





Controller's Office  
Team Card Request Form

**ELIGIBILITY REQUIREMENTS:**

- ▶ All expenses must be related to team activities
- ▶ Applicant must be a USC employee
- ▶ Source funds must be C or D
- ▶ Department Head approval
- ▶ Training Session Attendance
- ▶ Signature on Cardholder Agreement (upon issuance of card)

In order to process your application, you must complete the entire form. We cannot process your request unless ALL information has been provided. Please email completed form to: TeamCard@mailbox.sc.edu

SECTION I. CARDHOLDER INFORMATION	
LEGAL FIRST AND LAST NAME REQUIRED	
LAST NAME	CAMPUS
FIRST NAME	DEPARTMENT NAME
CELL PHONE	DEPARTMENT ADDRESS
OFFICE PHONE	
EMAIL	CARDHOLDER LIAISON(S) - NAME & USC ID
USC ID	

SECTION II. CHARTFIELDS			
OPERATING UNIT	DEPARTMENT	FUND	CLASS

As cardholder, I will always treat the University of South Carolina Team Card with at least the same level of care as personal credit cards. The card will be maintained in a secure location and the card account number will be carefully guarded. I will be the only person entitled to use the card. I fully understand the intent of this program and will comply with all guidelines on the Team Card Program as well as University of South Carolina policies and procedures related to the expenditure of University funds.

CARDHOLDER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

SECTION III. DEPARTMENT HEAD APPROVAL	
MONTHLY CREDIT LIMIT	CASH ADVANCE <input type="checkbox"/> ALLOW CASH <input type="checkbox"/> DO NOT ALLOW CASH
SINGLE TRANSACTION LIMIT	

I hereby delegate transaction authority to the above cardholder and agree that the department liaison responsible for the associated department will be responsible for reviewing transactions of the cardholder to ensure the appropriate use and classification for University expenditures. I understand that final approval of Team Card expense reports is the responsibility of the department head.

DEPARTMENT HEAD PRINTED NAME \_\_\_\_\_  
DEPARTMENT HEAD SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

# Team Card Request Form





TEAM CARD MISSING RECEIPT AFFIDAVIT

NOTICE: Itemized receipts for each Team Card transaction are required. Attempts to acquire a duplicate receipt for one that is missing must be exhausted prior to using this affidavit. Repeated use of this method will subject the Cardholder to loss of privileges. It must be signed by the Cardholder and the Cardholder's Immediate Supervisor and submitted with the monthly Statement.

CARDHOLDER: \_\_\_\_\_ LAST FOUR DIGITS OF CARD NUMBER: \_\_\_\_\_

Department: \_\_\_\_\_ Campus Location: \_\_\_\_\_

Transaction number: \_\_\_\_\_ Transaction Date: \_\_\_\_\_

Supplier: \_\_\_\_\_ Total Amount: \_\_\_\_\_

Items Purchased: \_\_\_\_\_  
(With cost) \_\_\_\_\_  
\_\_\_\_\_

Business Purpose of Transaction: \_\_\_\_\_  
\_\_\_\_\_

Detailed explanation why receipt is missing: \_\_\_\_\_  
\_\_\_\_\_

I certify that the amounts shown above were expended for University of South Carolina Team business purposes. I understand that a Missing Receipt Affidavit should be used on rare occasions and may not be used on a routine basis. I further understand that excessive use of a Missing Receipt Affidavit may revoke the privilege of using my Team Card.

\_\_\_\_\_  
Cardholder Signature Date

\_\_\_\_\_  
Immediate Supervisor Date

# Missing Receipt Form



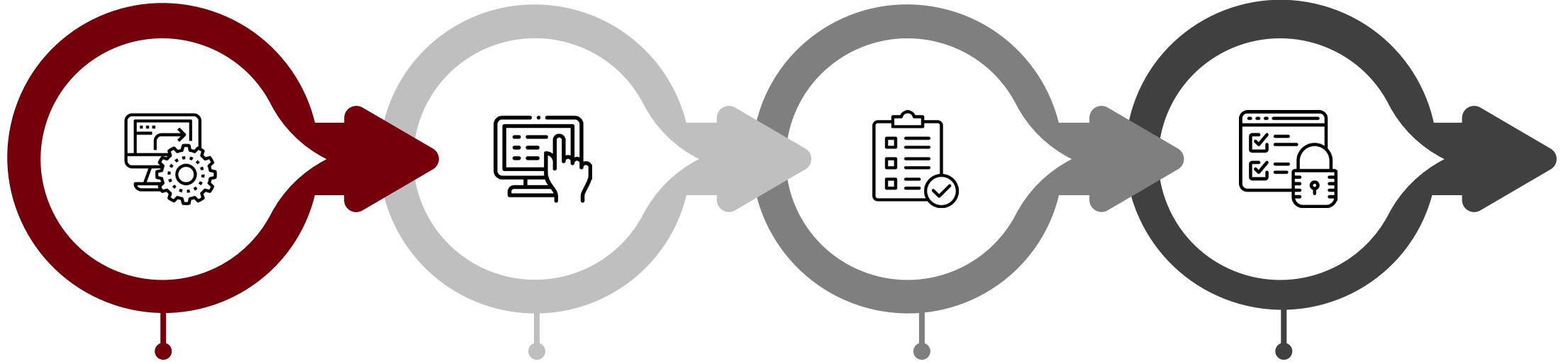
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# Compliance & Violations



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# Compliance



Expense Reports must be fully approved in PeopleSoft within 30 days after the last day of the billing cycle.

Cards will be suspended if transactions are not processed timely.

Be sure to complete a monthly audit/review before certifying.

Please remember expense reports are subject to external and internal audit and transactions are reported on spend transparency.



# Team Card Violations

**Violations of policies/procedures include (but are not limited to):**

- X** Making personal or non-team related transactions on the card.
- X** Failing to provide receipts or documentation in a timely manner.
- X** Allowing another person to use the team card.
- X** Recurring violations of the policies and procedures will result in the card being revoked or other disciplinary action including possible employment termination.



# Compliance

- Employees who are found to have inappropriately used the Team Card will be required to reimburse the University of South Carolina for all costs associated with such improper use.
- If proper documentation is not provided or if funds are used for unauthorized expenses, the Payroll Department can deduct the outstanding balance from future payroll check(s).



# **My Wallet**

## Understanding and Using



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# What is My Wallet

Card transactions (charges) are interfaced from Bank of America into PeopleSoft My Wallet daily.



Cardholders and Liaisons can use My Wallet for reviewing and updating each of these card charges before they are consolidated into the Expense Report statement.

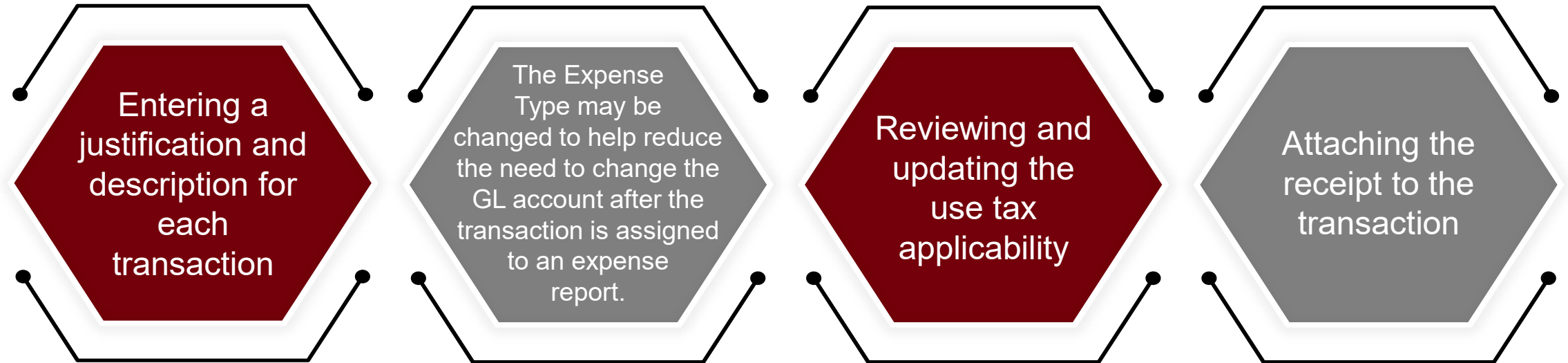
Please allow 1-2 additional days to interface into PeopleSoft.



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# How to use My Wallet

The following can be updated using My Wallet:



All updates made in My Wallet carry over to the Expense Report.

Some of these requirements may be completed on the expense report page however, updating use tax applicability must be completed on the My Wallet details page.



# Use Tax



Most purchases of tangible property are subject to sales or use tax.

If sales tax is charged on the invoice, **do not** check the “use tax” box in my wallet as this adds use tax to the purchase.

If it is necessary to apply use tax to a purchase made with your p-card, you can do so in my wallet by checking the “use tax” box.



# Expense Report Overview



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# Expense Report

- The PeopleSoft page is where all card transactions that represent the month end statement will be copied
- As a Liaison, your USC ID will default. Be sure to change if creating on behalf of the cardholder
- It is important to select the correct **business purpose**. After selecting, the business purpose can't be changed
- Use the Default Accounting for Report action to populate the accounting detail for each expense line. Just be sure to change it if different for a line(s)
- Begin your expense report early in the month and add My Wallet transactions periodically
- If your department scans all receipts as one document, this attachment may be added at the end of the month before the expense report is submitted



# Using a Query to Review Expense Reports

Use this query to review Expense Reports: **SC\_EX\_RPT\_USER\_INQUIRY\_PMPTS**

- Please select the correct Business Purpose.

To Review	Use the Business Purpose
Travel	EMPL
Travel Card	TRAVC
Employee Reimbursement (non-Travel)	REIMB
Procurement Card	PCARD
Program Card	PROGM
<b>Team Card</b>	<b>TEAM</b>

- The Status can be selected - if needed.

# Expense Report Status

Status	Status Description
<b>Pending Status</b>	not submitted for approval. The expense report can be modified and deleted.
<b>Submitted for Approval</b>	the expense report is submitted, waiting for approval.
<b>In Process</b>	the expense report is in approval workflow.
<b>Approved</b>	approval for the expense report is complete and waiting on processing.
<b>Paid</b>	the expense report is processed and complete.

**\*\*Note:** Once in a “Paid” status, the transaction is posted to the General Ledger overnight. Expenses are posted to your budget when the expense report is paid.\*\*



# Card Billing Cycles

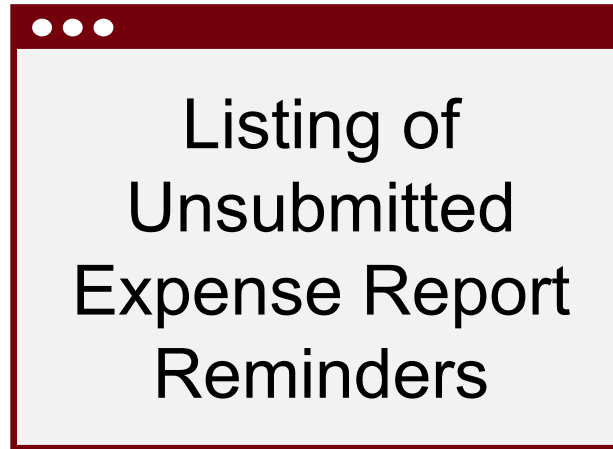
**Team Card:** 26<sup>th</sup> through the 25<sup>th</sup> of each month.

Statements may be retrieved within 48 hours after each billing cycle from [Global Card Access](#) website or app.



# Important Notifications

The following automated alerts are sent to the Liaisons every Wednesday:



## Quarterly Report

- Report provides a list of outstanding card transactions that are currently delinquent.
- Cards are suspended throughout the year if expense reports are not processed timely.



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# Resources & Contacts



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Card Need	Description	Examples	Recommended Card Program	Resources
Prizes/Awards	To pay a one time, nominal amount for a prize/award program		Program Expense Card	
Educational Programs	To pay for approved meals/expenses for educational programs (meals only allowed for program participants)	Summer programs, outreach programs, etc.	Program Expense Card	
Study Abroad	To pay for approved meals/expenses for study abroad trips		Program Expense Card	<a href="#">Program Exp Card request form</a>
Electronic Participant Payments	To provide research participants with an electronic gift card incentive	Amazon, Walmart, Target, etc.	Program Expense Card	<a href="#">Program Exp Card Procedures</a>
Cash Equivalent Participant Payments	Payments to participants through mobile payment services	Venmo, PayPal, etc.	Program Expense Card	<a href="#">Program Exp Card Agreement</a>
Non-monetary participant payments	Nominal non-monetary payments to participants	Small toys, sercies, greeting cards & other tangible incentives	Program Expense Card	<a href="#">Program Exp Card Update Form</a>
Crowdsourcing Research	Services through a crowdsourcing website to obtain participants	M Turk, Prolific, Lucid, Cloud Research	Program Expense Card	
Physical Card Participant Payments	To provide research participants with a physical gift card incentive from a specific merchant of your choice	Amazon, Target, Walmart, Starbucks, etc.	Program Expense Card	
Athletic Team Travel Expenses	Purchases for athletic team travel related expenses	Registrations, hotel, transportation, meals, etc.	Team Card	<a href="#">Team Card Procedures</a>
Athletic Team Meals	Meals for an entire athletic team while at home		Team Card	
Athletic Team Bonding Activities	Activities for an entire athletic team while at home or traveling	Movies, Bowling, Theme Parks, etc.	Team Card	<a href="#">Team Card Request Form</a>
Athletic Team Nourishment	Snacks, drinks & supplements for games, practices and team events		Team Card	<a href="#">Team Card Update Form</a>
Athletic Medical Travel	Travel expenses for student athletes and trainers/other athletic personnel		Team Card	<a href="#">Team Cardholder Agreement</a>
University Business Travel	Travel expenses for university business to reduce the monetary burden to the traveler	Airfare, hotel & registration	Individual Travel Card	<a href="#">Ind Travel Card Request Form</a> <a href="#">Travel Cardholder Procedures</a>
		Airfare (for employees, students, and non-employees) and registration (for employees and students)	Department Travel Card	<a href="#">Department Travel Card Request Form</a>
Supplies/Services/ Fees or Dues	To pay for supplies, contractual services, memberships, fees and dues up to \$4,999.99 (no consumables allowed)		Purchasing Card	<a href="#">P-Card Policies &amp; Procedures</a>

# USC Card Program Matrix





## Office of the Controller

## Office of the Controller

## General Accounting

[Accounts Payable](#)[Capital Assets](#)[Chart of Accounts](#)[General Ledger](#)[Moving and Relocation](#)[Travel](#)[Treasury Management](#)[General Accounting Staff Directory](#)Grants and Funds  
ManagementCompliance and Tax  
Management

## Payroll Department

Operational Management  
and ReportingExternal Financial Reporting  
and TransparencyResource and Training  
Toolbox

## Contact Us

## Treasury Management

Treasury Management is responsible for the University's banking relationships. We manage the cash balances and investments for operating and endowment funds and ensure reconciliations of all financial records with bank accounts.

Card Programs Expand all

The Card Matrix provides a guideline of purchases allowed on each USC Card Program.

[Card Matrix \[pdf\]](#)

## Program Expense Card

The Program Expense Card is a credit card used for educational programs (eg. Study Abroad, Summer Programs, etc.) and participant incentive payments. The cardholder must be a USC employee. The Program Expense Card cannot be used for individual travel or any purchase subject to procurement. Please email questions to [cards@mailbox.sc.edu](mailto:cards@mailbox.sc.edu).

- [Program Expense Card Request Form \[pdf\]](#)
- [Program Expense Cardholder Agreement \[pdf\]](#)
- [Program Expense Card Procedures \[pdf\]](#)
- [Program Expense Card Update Form \[pdf\]](#)
- [Program Expense Card Missing Receipt \[pdf\]](#)
- [Program Expense Card FAQ \[pdf\]](#)

## Team Cards

The Team Card is used to make purchases for athletic team related expenses (e.g. hotel, transportation, meals, etc.). Please email questions to [teamcard@mailbox.sc.edu](mailto:teamcard@mailbox.sc.edu).

- [Team Card Request Form \[pdf\]](#)
- [Team Cardholder Agreement \[pdf\]](#)
- [Team Cardholder Procedures \[pdf\]](#)
- [Team Card Update Form \[pdf\]](#)
- [Team Card Missing Receipt Form \[pdf\]](#)

Contact Treasury  
Management

For questions about any Treasury Management services, please contact us directly:

1600 Hampton Street, 6th floor  
Columbia, SC 29208

Email: [treasury@mailbox.sc.edu](mailto:treasury@mailbox.sc.edu)

# Where to Find the Resources

For Team Card  
resources, visit the Card  
Program section on our  
[Treasury Management](#)  
page.



## Office of the Controller

Office of the Controller

General Accounting

Grants and Funds Management

Compliance and Tax Management

Payroll Department

Operational Management and Reporting

External Financial Reporting and Transparency

Resource and Training Toolbox

**Business Manager**

Grant Administration

Principal Investigator

Policies & Procedures

Forms

Newsletters

PeopleSoft Finance Training Schedule

Listserves

Social Media

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### Business Manager

The role of each Business Manager at the University of South Carolina varies across each college and department. Each Business Manager handles several responsibilities that directly influence the success of their departments and the University overall. They provide business expertise on a variety of topics including, but not limited to budget, expenses, supplier onboarding, transaction corrections, and University policies and procedures.

Below is a list of tasks a Business Manager may be responsible for within their college/department. Sections include links to training resources that support each task.

**Note:** Each year the Controller's Office provides refresher trainings starting the month of February thru the end of April. Registration links for all scheduled trainings are sent to our BIZMANAGER listserv end of January, provided in our monthly newsletter, and in a prior week reminder email. On demand training can be found in the sections below.

**Account Funding Change**

Expand all



**AP Uploads**



**Business Expense Prepaid Cards**



**Cash Advances**



**Cost Transfer**



**Departmental Deposits**



**Employee Reimbursement (Non-travel)**



**Endowments**



**Finance Intranet**

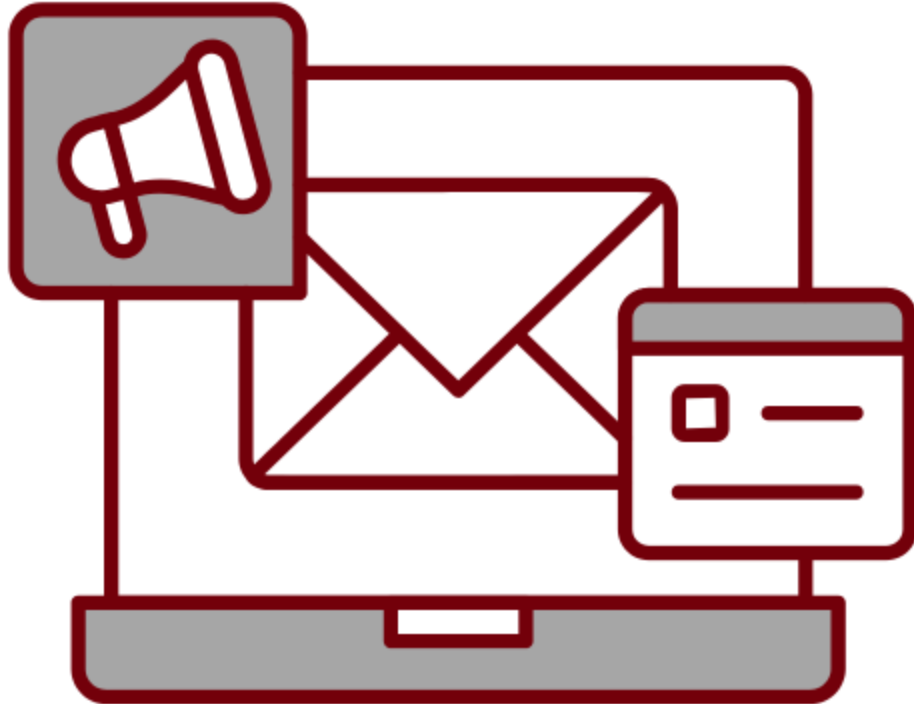


# Where to Find the Resources

For Team Card training resources, visit our [Business Manager](#) page.



# Contact Us



For specific questions, please visit our [website](#) to find the appropriate contact.



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# Questions



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# THANK YOU!

## Office of the Controller



Alone, we can do so little; together,  
we can do so much.



**Address:**

1600 Hampton Street  
Columbia, SC 29208



**Contact Number:**

Phone: 803-777-2602  
Fax: 803-777-9586



**Email Address:**

[controller@sc.edu](mailto:controller@sc.edu)



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