

University of Pittsburgh/Panther Central

Department Card Program Policy

2020

PROGRAM PURPOSE

Panther Funds Department Cards are cards that are loaded with Panther Funds for departmental use at participating off campus locations and on campus dining facilities (a list of participating merchants is available online at <http://www.pc.pitt.edu/card/merchantlist.php>). Applications for new cards and all other forms are available online at <http://www.pc.pitt.edu/publications.php> or by contacting Panther Central directly (412-648-1100).

PANTHER FUNDS USAGE

Use of Department Card Panther Funds are solely for University business purchases; personal purchases are strictly prohibited. Any abuse of Panther Funds will result in loss of privileges and the potential for further sanctions by the University. The following purchases are specifically prohibited:

advertising services	gift cards	software
alcohol	gifts and contributions	testing laboratories
animals	foreign good imports	tobacco
biological materials	interdepartmental charges	travel, entertainment
cash	laboratory chemicals	vehicle rentals
controlled substances	lottery tickets	weapons, ammunition
drugs, prescriptions	motion picture, video creation	travel expensed (hotels, car rentals)
fuel, gasoline	personal purchases (any)	
gases	radioactive materials	

Department cards may not be used at the University Store on Fifth, Mailroom Tower B, Copy Cat, Pitt Shop or Maggie & Stella's. An IDC/online ordering is to be used for transactions at these locations.

DEPARTMENT CARD MONITORING, RECONCILIATION AND REPORTING

Departments are solely responsible for monitoring Department Card activity and for redistributing purchases to the appropriate accounts. Panther Central is not responsible for Department Card purchases, returns or redistributions. Panther Central is not involved in transaction disputes with merchants. Monthly usage reports are emailed to the administrator

listed on the application. Additional recipients may be added to receive the report. Usage reports are to assist the Department in monitoring card spending. If a Department does not receive a monthly report, it is the Department's responsibility to contact Panther Central and request a report.

LOST OR STOLEN CARDS

Please report any lost or stolen card to Panther Central immediately (412-648-1100). The card will be deactivated, and a Replacement Card form will need to be completed. Any balance on the account will transfer to the new card. There is a \$10 fee for all lost cards. This charge will be debited to the account on file. If a police report is filed for a stolen card, then the fee will be waived.

ADDITIONAL PANTHER FUNDS

Additional Panther Funds may be loaded to an existing card at any time by completing a Request to Add Funds form and submitting it to Panther Central. Requests submitted by anyone other than the card administrator on file at Panther Central will be delayed until the requestor is confirmed. Request forms may be refused and returned for resubmission with the appropriate authorization.

ACCOUNT NUMBERS

Grant accounts may not be used in conjunction with Department Cards. Applications and request forms listing grant account numbers will be denied.

An account number must be included on all applications and request forms. Omission of an account number will delay processing.

ANNUAL REAPPLICAITON

Each year the Panther Funds Department Card program undergoes an annual review. All departments that currently have a Panther Funds Department Card are required to complete a reapplication form for all cards assigned to their department, even if the card(s) does not have a balance. The reapplication form must be completed and returned by the deadline in order to prevent a disruption in service. Failure to respond will result in the deactivation of the card(s).

UNIVERSITY INTERNAL AUDIT

All Department Cards are subject to review by the University's Internal Audit Department at any time.