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Diamond Dollars Departmental Policies and Procedures

AUTHORIZED APPROVAL

All applications for a DD Departmental account must be authorized by the appropriate Dean or Budget Unit Head and the cardholder is required to be at a Salary Grade Level of “H”/”T23” or higher. The authorizing individual must have signature authorization for the center being charged and a higher signature level than the cardholder. Applications for cards to be used in association with a Grant Account will not be accepted. Replenishment JET’s will need to be approved by someone with signature authority on the budget related to the card.

CARDHOLDER RESPONSIBILITIES

The cardholder is responsible for ALL CHARGES made on the card. The card cannot be used for personal purchases and doing so will result in revocation of the card and possible disciplinary action. A Cardholder who makes unauthorized purchases may be liable for the total dollar amount of such unauthorized purchases.

Cardholder must save all receipts, indicating what each purchase was for and place the date and initials. At months end, each receipt should be matched to the statement provided by the Diamond Dollars Office.

This convenience does not diminish your responsibility for good fiscal management. For specific information regarding the university’s Petty Cash Policy, please visit <http://www.temple.edu/bursar/admin/impresfund.htm>.

CARD SECURITY

It is the Cardholder’s responsibility to safeguard the card and associated ID number to the same extent as their own TUid card and Diamond Dollar account. The Cardholder should not allow any other individual to use the card or associated account number.

DEPARTMENTAL RESPONSIBILITIES

Monthly Statements – Each Cardholder that has activity in any given month will receive a monthly statement of purchases from the Diamond Dollars Office. It is a requirement that the approving manager or Budget Unit Head designated as the approver examine all transactions, sign the approval line and return the statement to the Diamond Dollars Office by the 10th of each month.

Cardholder Separation – Prior to separation from either the department or Temple University, the Cardholder shall surrender the Diamond Dollar Departmental Card and the current month’s supporting documentation to his/her approving manager. The manager will make the determination to either reassign the card or close out the card. In either case, the manager must notify the Diamond Dollars Office (1-3140 or ddollars@temple.edu) of the change.

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Cardholder Absence – Should the Cardholder be unable to approve his/her monthly statement due to an extended leave of absence or for another extended period of time, it is the responsibility of the Cardholder's approving manager or budget Unit Head to complete the monthly recordkeeping. The statement is to be returned to the Diamond Dollars Office by the 10th of each month.

DINING SERVICES

When using the card for dining services, it is important to note that all university or grant funds being used for this purpose should use the university dining partner – Sodexo Food Services. If this is not feasible, you must first obtain an exception from the Office of the Associate Vice-President for Business Services. To ensure compliance with university policies regarding catering or dining services please visit:

<http://www.temple.edu/controller/travel/cater.htm>