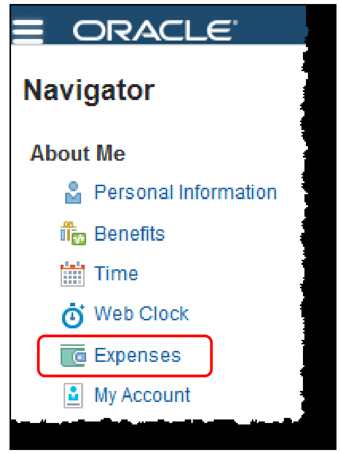
Student Checkout Card



Card is requested by and issued to a Vanderbilt Employee who serves as the trustee of the card

Trustee Responsibilities:

- Keep card safe & secure at all times – notify card office prior to any type of leave that could affect card process
- Manage the checkout process – maintain complete checkout log – review all transactions for appropriateness & accuracy
    - all transactions should be reviewed in the expense system by the trustee weekly (at minimum) to ensure all transactions are documented on the log and are accurate – if fraudulent transactions are identified contact bank immediately by calling the US Bank customer service number printed on the back of your card – 1.800.344.5696
- Allocate & expense all transactions within 30 days of the posted date of the transaction

Where do I find transactions to review and expense them?

All card transactions will feed into Oracle approximately three days after they post at the bank. Credits take longer for banks to post. All transactions will feed into the trustee's Oracle Expenses.

When should I expense them?

They should all be submitted **and approved within 30 days** of the oldest transaction in the report.

Who do I contact if I have questions/concerns?

You can email paymentcardsexp@vanderbilt.edu.