Section 4:
Non-STARS User Cardholder Activity

I. CARDHOLDER ACTIVITY FOLLOWING A CHARGE

1) Cardholders may not be required to enter data into STARS, if approved by the Associate Vice President of Finance. Section 3 of the "**STARS User Information Form**", available on the accounting website, must be filled out and submitted to the accounting office to request exemption.
2) After each charge is made, the following information will need to be included with each receipt for submission to the University Accounting Office:
   - Banner Fund
   - Banner Org
   - Banner Account
   - Banner Program (if known)
   - **Original** Cardholder Signature
   - Last 4 digits of card number (if vendor has not printed on receipt)

   All small receipts will need to be taped to an 8 ½ x 11 piece of paper to avoid the loss of any paperwork. If the receipt is large enough, it does not need to be attached to a separate piece of paper, and all information can be added directly to the receipt, provided that all necessary information is legible. All information can be placed on the receipt, the attached piece of paper, etc., as preferred by the cardholder. Except for the original signature/s, the information can be stamped, printed on a label, or handwritten, as preferred by the cardholder.
3) A copy should be made of the receipt and related documentation for cardholder's records.
4) The original receipt and any other required information (ex. hospitality form, receiving report, etc. if required) must be forwarded to accounting. The information must be started in process to the accounting office from the cardholder within two working days or as soon as is practicable. The documentation must be received no later than the closing date of the statement.

II. CARDHOLDER MONTHLY ACTIVITY

1) At the end of the credit card billing cycle, all documentation should have been received by the University Accounting Office. The credit card billing cycle ends on the 2nd of each month, unless the 2nd is on a weekend or holiday, in which case it is the next business day after the 2nd (see attached calendar).
2) Activity logs will be printed by the University Accounting Office and campus mailed to each cardholder on the third working day after the end of the billing cycle.
3) Typically, around the 8th-10th of the month, a statement of charges should be received from BB&T. If this statement is NOT received by the 10th of the month, the University Accounting Office should be contacted for a copy of the charges.
4) The cardholder will be responsible for ensuring that there are no unauthorized charges on the activity log, and comparing the activity log to their records and the bank-issued statement.
5) The cardholder should then sign the activity log to verify all charges and obtain their supervisor's signature. The cardholder should make copies of their activity log and statement for their records.
6) The original activity log and statement must be received in University Accounting Office by the 15th of the month to be attached to the monthly paperwork.

For example, July 2, 2005 falls on a Saturday. Since Monday, July 4th, is a holiday, the closing date will be July 5, 2005. Two working days will be allowed for the final documentation for June purchases to arrive in the accounting office, and activity logs will be printed and campus mailed on Thursday, July 7, 2005. All statements should have been received from the bank by Monday, July 11, 2005, and can then be compared to the activity logs and the cardholder's other records. The cardholder should then sign the activity log and gain their supervisor's signature. The activity log should then be sent to the accounting office by Friday, July 15, 2005.