

Go Card  
Policies & Procedures

Student Organization Financial Services  
University of Nebraska-Lincoln  
August 2015

## Go Card Policy

### Student Organization Financial Services

#### 1. Basis of the Policy

Recognized Student Organizations (RSO's) can pay for business related expenses that support the mission of their organization. The Go Card program is designed to allow for the procurement of supplies and services for the Recognized Student Organizations by alleviating the need of using personal funds and requesting reimbursement. The Go Card provides quicker turnaround time and reduced paperwork processing. The Go Card is designed to delegate the authority and capability to purchase low-dollar items directly to the end user. This program will provide increased convenience and controls for RSO's.

#### 2. Purpose

This policy is designed to provide readily available guidance to designated members to delineate authorities, responsibilities, documentation of procedures and description of controls and control-related procedures. Designated members of the RSO must follow established policies and procedures to ensure utilization of the Go Card program.

#### 3. Authority over Go Card Program

The SOFS Office is charged with establishing uniform standards and policies related to the Go Card program in accordance with the policies and procedures of SOFS.

The Go Card must be utilized only by the individual named on the card (cardholder).

The Go Card may not utilize the card for any personal expenses or to the personal benefit of any one individual. **NO CASH WITHDRAWAL IS ALLOWED.** Unauthorized utilization of the Go Card may be cause for immediate cancellation of the card.

For more detailed information, see Go Card Procedures.

## Go Card Procedures

### Student Organization Financial Services

The University of Nebraska-Lincoln Student Organization Financial Services Office (SOFS) in coordination with Union Bank will issue the Go Card.

#### 1. Card Application

The Go Card Application and Agreement form must be completed and returned to the SOFS Office with proper authorization before the Go Card will be ordered. Once your card is received and programmed by SOFS, the cardholder and the Recognized Student Organization (RSO) will be notified. The cardholder will be required to sign the back of the Go Card at the time he/she picks up the card.

**A temporary Go Card will be issued within one business day. The permanent Go Card will be issued within 7 to 10 days.**

#### 2. Go Card Utilization

All transactions and fees to the Go Card are assigned directly to the RSO's SOFS Account. All card charges and associated fees will be the responsibility of the cardholder's RSO. Purchases must also comply with the SOFS Guidelines and Policies as published on the SOFS website, sofs.unl.edu.

The individual cardholder of the RSO has full liability for any improper charges.

Only the person that the card was issued to has the ability to utilize this card.

Should a cardholder leave the university or the RSO, the RSO has the specific obligation to notify the Student Organization Financial Services (SOFS) Office and return the card immediately upon notice that the cardholder is leaving the organization.

The cardholder may **not** make personal purchases on the card and then reimburse the organization.

The Go Card is intended for the purpose of purchases only and **NO CASH WITHDRAWAL IS ALLOWED.**

Purchases of gift cards must be made within the guidelines of the SOFS Gift Card Policy and may not be for the purpose of anyone's personal benefit. Names of recipients of **all** gift cards must be provided the SOFS Office and all students receiving a gift card of \$50.00 or more **must** remit a W-9 tax form. (Please see the SOFS Gift Card Policy).

3. Procedure to transfer funds to the Go Card  
The Go Card transaction amount must be supported by the Go Card Transfer Request Voucher to the extent the RSO has funds available in their SOFS account.
4. Purchase Documentation  
Detailed receipts/invoices must be provided to the SOFS Office **within 10 calendar days** after each transaction in which the card was utilized. If detailed receipts/invoices are not provided within the 10 day time period, the Go Card may be revoked for the remainder of the semester or at the discretion of the SOFS Office.
5. Transaction discrepancies  
It is the responsibility of the cardholder to resolve any discrepancies with the Go Card or its transactions. If there are charges the cardholder wishes to dispute, it is the responsibility of the cardholder to contact the merchant to seek a resolution. The SOFS Office will *not* take responsibility for disputed transactions.
6. Lost or Stolen Card  
Should a card be lost or stolen, the cardholder and cardholder's organization are responsible for notifying Union Bank at 1-866-613-2108.
7. End of Fiscal Year Reconciliation  
In the process of the annual Account Balance Confirmation procedure, if the RSO has a Go Card, the RSO will be asked to confirm the balance of monies on the Go Card as part of the annual Account Balance Confirmation process.
8. Improper/Fraudulent Utilization  
Improper or fraudulent use of the Go Card may result in disciplinary action in accordance with the University of Nebraska Lincoln Student Code of Conduct policy.

Non-adherence to any of the procedures enumerated in this policy and procedure and the purchasing policies of SOFS may result in revocation of your Go Card privileges.

Questions concerning the University of Nebraska-Lincoln Go Card program should be directed to the SOFS Office at 402-472-5667.