

PURCHASING SERVICES

Lehigh University Request for Declining Balance Card or Out of Pocket Reimbursement for Students, Adjuncts and Visiting Employees

(**Please refer to instructions on reverse side of form**)

Requestor:
Name:
Email Address:
LIN (last 4 digits acceptable):
Campus Phone Number:

Primary Approver:	Secondary Approver:
Name:	Name:
Email Address:	Email Address:
Approver emails will be sent directly from Wells Fargo to both the primary and secondary approver (if applicable)	

Program Access Type
Card Type (Includes Out of Pocket expense access):
Check One: <input type="checkbox"/> Declining Balance (includes Travel, Non-Travel and OOP)
<input type="checkbox"/> CCER System Out-Of-Pocket Only

Card Limits
Club/Program/Project Amounts:
_____ Single Transaction Limit _____ Monthly Credit Limit
Allow Cash Advance (must not exceed single transaction limit)
<input type="checkbox"/> \$ _____ per month.
Dates Account is Needed:
_____ Begin Date _____ End Date

ACCOUNTING INFORMATION

Please provide a default Banner Index number on the line below. Approver should select the appropriate Index number(s) from their profile prior to approving.

Index	Financial Manager/Authorized Signer	
	Printed Name	Signature

AUTHORIZATION

User Signature:	Date:
Primary Approver Signature:	Date:

PROGRAM ADMINISTRATOR USE

<input type="checkbox"/> Approved <input type="checkbox"/> Denied Reason:	Date:
Program Administrator Signature:	

Return to: OneCard Program Administrator, Purchasing Services, 306 S New Street, Suite 428

Instructions

This form is to be used by Lehigh University students, adjuncts, and visiting employees.

This form must be accompanied by a Lehigh University Request for Declining Balance Card or Out of Pocket Reimbursement for Students, Adjuncts and Visiting Employees User Agreement

A Lehigh University ID (LIN) is required indicating you are a student, adjunct, or visiting employee. If you do not have a LIN, please contact your primary approver for alternative methods of reimbursement.

OOP Roles:

OOP User: I understand that I am required to enter my personal banking information (routing and account number) into the CCER system. This will allow the system to deposit out of pocket (OOP) reimbursements via ACH.

Declining Balance Card Roles:

Declining Balance User: I understand that I am required to enter my business purposes for any and all transactions and provide the accompanying detailed receipt through the Wells Fargo Commercial Card Expense Reporting System.

Primary Approver: This person must be a department head for the department the student is affiliated with. This person may designate a Secondary Approver to provide support/backup to his/her Approval Responsibilities.

Secondary Approver: This person has been identified by the Primary Approver to provide administrative support/backup to the Primary Approver. Should the Secondary Approver have any concerns about the OOP User's transactions, those concerns should be referred to the Primary Approver for resolution.

Reimbursements to temporary wage employees, prospective faculty and staff, foreign visitors, guests, and emeritus faculty are processed by Accounts Payable.

Before making any expenditures:

- Review the Travel and Business Expense Policy and Procedures located on the Controller's Office website which applies to all faculty, staff, students, and others who incur expenses while engaged in University business or related travel. Make sure you are in compliance.
- Refer to the document titled Guidelines for Student Financial Support in the Payroll section of the Controller's Office website for information on the tax and IRS reporting implications regarding reimbursements to students. Taxable payments should not be submitted as an expense reimbursement.
- Check what expenses the University will pay up front so you do not need to use personal funds. They include:
 - Air travel through the University's travel management company
 - Conference registration fees via Accounts Payable
 - Vehicle rental via Transportation Services
- Be aware that:
 - Office of Research approval is required for Sponsored Research or Cost Share expenditures
 - Controller's Office approval is required for travel requests over \$2,000.00 and non-travel Request over \$1,000.00
 - Reimbursement requests are subject to audit by the Controller's Office and other auditors
 - The Controller's Office reserves the right to require approvals in addition to the financial manager's or authorized signer's depending on the nature of the reimbursement request

Do not use personal funds for:

- Moving expenses
- Capital equipment (\$5,000 and over)
- Computers
- Payments for professional services

Such payments must be paid directly by the University via the Purchase Order system or Accounts Payable. See the Purchasing Services website or Accounts Payable section of the Controller's Office website for additional information.