

Colorado School of Mines  
Procedures for Use of the CSM Event Card

The Colorado School of Mines (CSM) Event Card shall be used only for *Official School Business* related to non-employee travel, employee group travel, and official functions. The Event Card should not be used for items such as office supplies, software, lab supplies, postage, reference materials, tools, etc. These purchases may be put on your CSM P-Card. Gift cards, lab chemicals, and office furniture may not be purchased with an Event Card.

In some instances, alcohol purchases will be allowed, as long as they are in compliance with CSM's Financial Policies and the MCC codes have been activated for that cardholder. Also, the Event Card may now be used to purchase airfare for non-employee travel and employee group travel. Airfare for individual employee travel shall be purchased on either the School issued individual travel card, the ghost card through a CSM approved travel agency or on the employee's personal credit card. The Event Card will have CDW and LDW insurance included for rental cars.

The Event Card will have a \$25,000 individual purchase limit and a \$25,000 cycle limit and is the preferred method of payment for authorized charges.

The Event Card is a corporate liability card and all purchases in the State of Colorado are tax exempt. The School's tax exempt number is printed on each Event Card.

Cardholders may include any faculty or staff. Department Heads, Vice Presidents or Directors are responsible for approving applications and designating cardholders for their department

Each cardholder's department is responsible for keeping itemized receipts for three years. If the purchase is being charged to a sponsored project, receipts must be maintained for ten years. The cardholder is also responsible for coding each month's transactions and obtaining the appropriate Department Head, Director or Vice President's approval indicated by signing each monthly statement. The monthly billing cycle will continue to close on the 20<sup>th</sup> of each month. Monthly statements and documentation must be forwarded to the A/P Desk by the 10<sup>th</sup> of the month following the close of the billing cycle. Each cardholder will have online access to their card activity including the ability to print statements.

Applications may be found on the CSM's Travel website @ [http://inside.mines.edu/Accounts Payable-Travel](http://inside.mines.edu/Accounts_Payable-Travel).

Any questions or concerns may be directed to Cathy Daniels, Event Card Administrator at 303-273-3264.

Revised 2/25/14