



Department Card Application
ALL INFORMATION REQUIRED

The Department Corporate Card is a Harvard Corporate Card issued by Citibank MasterCard taken out under the name of a Department. These cards require a departmental administrator who will be responsible for the timely processing of payments to the card via Concur.

Department Card Administrator: Please complete the below application do not handwrite. Send completed applications to fad_corporatecard@harvard.edu or Card Services, 1033 Massachusetts Avenue, 2nd Floor.

Form with fields for New Request/Change in Department Card Administrator, Department Card Name, Card Usage Purpose, Card Monthly Limit, Justification for monthly limit greater than \$35,000, Department Card Administrator, HUID, Home Mailing Address, Mobile Phone Number, City, State, Zip Code, Business Phone Number & Email Address, and signature sections for Card Administrator, Supervisor, Department Manager, and Financial Dean's Office.



Department Card Information

The Departmental Credit Card is a MasterCard corporate card in a Department's name rather than an individual. The liability is still joint but the department card administrator assumes the responsibility for prompt payment and monitoring for any fraudulent or inappropriate activity.

Departmental Card Administrator Responsibilities (Administrator):

- The administrator must be a permanent Harvard employee (not a temporary employee).
- The administrator is responsible for reviewing monthly charges and making sure the card is paid through the Concur system in a timely manner.
- Administrators cannot approve expenses in Concur for reports they have submitted.
- Administrators must complete the [Responsibilities of Purchasers, Preparers and Approvers](#) (ROPPA) on-line training.
- Best practice: Administrator should not hold both a University Corporate Card and a Department Card in their name.

Benefits:

- All charges are fed into Concur, allowing greater transparency.
- Allows those who do not hold a corporate card to purchase tickets without using another employee's card or their own personal card.
- Eliminates the use of BCD direct billing.
- Card may be used with any airline or agency.
- Details will appear on OBI reports and the monthly Concur reports sent to Tubs.
- Schools may set specific MCC code restrictions for purchases.

Restrictions:

- Car rentals are not allowed on a Department Card (insurance requires a credit card have the name of an individual, not a department).
- The department is liable for the payment of late fees and penalties. Recurring late expenses may result in cancellation of the card.

Application Process:

- Administrators must complete the on-line [Responsibilities of Purchasers, Preparers and Approvers](#) (ROPPA) training.
- Complete the [Department Card Application](#). Schools or units may want to set-up a shared email for receipts and Concur emails in order for easier tracking and reconciliation.
- The application must be reviewed and approved by:
 - Department Supervisor/Administrator, and
 - Financial Dean's office [Click here to view a list of Financial Dean's Office approvers by tub number.](#)
- The Financial Dean's Office must submit the paper application to Card Services at fad_corporatecard@harvard.edu or Card Services, 1033 Massachusetts Avenue, 2nd Floor. **Do not complete applications electronically in the Citibank System.**
- Concur authorized requestor must submit a [Concur Access Form](#) listing the Department Card Administrator with a delegate exception role. Other delegate roles may be requested as needed.
- Administrators should receive a card within 10 to 14 business days.

Upon Receipt of the Card:

- Read the cardholder agreement enclosed with the card and the card benefits. Cardholders are responsible for ensuring timely settlement of their account.
- Sign and activate the card prior to use. Use the last four digits of your HUID and not your SSN when activating the card.
- You must set a PIN number when setting up the card.
- Visit [Department Card website](#) for card activation and online access instructions. Administrator may also wish to set up alternate users (i.e., delegates) for Citibank on-line access if appropriate.
- Modify [Concur](#) email preferences and confirm delegate set-ups as needed.
- Cardholders may call Citi at 1-800-248-4553 (collect at 1-904-954-7314 when outside of the U.S.) with questions or issues regarding a lost or stolen card.
- See [Card Services FAQs](#) for additional guidance.