



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.

Form header with checkboxes for 'New Request' and 'Change in Department Card Administrator'

Form fields for 'Department Card Name' and 'Card Usage Purpose (check all that apply):' including options for Travel, Event/Meeting Expenses, and Other.

Form field for 'Card Monthly Limit' with options for \$15,000, \$25,000, \$35,000, and Other \$.

Form field for 'Justification for monthly limit greater than \$35,000:'

Form fields for 'Department Card Administrator: (First, Middle Initial, Last)' and 'HUID:'

Form fields for 'Home Mailing Address:' and 'Mobile Phone Number'

Form fields for 'City', 'State', 'Zip Code', and 'Business Phone Number & Email Address'

The Department Card is for necessary and reasonable expenses incurred while conducting Harvard business. All expenses must be in compliance with Harvard Policies. The Department Card may not be used for personal, family or household expenses.

By signing below, you request Citibank, to issue a MasterCard Departmental Card with you acting as the departmental card administrator. You understand and agree that the Card must be used only in accordance with the Citi Department Cardholder Agreement (click here for the Cardholder Agreement). You agree to be bound by the Cardholder Agreement and will sign the Department Card as soon as you receive it. Your use of the Department Card will also indicate your acceptance of the Department Card and the terms of the Cardholder Agreement. You understand that any use of the account number without the Department Card however initiated, shall also be deemed to be use of the Department Card and acceptance of the Cardholder Agreement. You authorize Citi and Harvard University to exchange information about you and about your account usage, in connection with the administration and operation of the Department Card Program.

Federal law requires us to obtain, verify and record information that identifies you when you open an account. We will use and provide Citi your name, address, and Harvard University ID number for that purpose.

As a Department Card you acknowledge that:

- 1) You will review your charges on a monthly basis and will notify Citibank within 60 days of any problems or disputes.
2) You agree to submit accurate and complete expense reports and documentation in a timely manner.
3) You will submit payments directly to Citibank for any personal or non-reimbursable charges in a timely manner.
4) Your department is liable for the payment of late fees and penalties. Recurring late expenses may result in a card being cancelled.
5) In the event of any inappropriate use of the card you are required to report any misuse or inappropriate use of the card immediately.
6) You have completed the online Introduction to ROPPA (Responsibilities of Purchasers, Preparers and Approvers) training.

Form field for 'Card Administrator's Signature (Required)' and 'Date'

Form field for 'Supervisor's Signature (Required)', 'Date', and 'Phone Number'

Form field for 'Department Manager Signature (Optional)', 'Date', and 'Phone Number'

Form fields for 'Financial Dean's Office (Required) Print Name:', 'Signature:', 'Date:', 'Applicant Tub & Org Number (required)', and 'This form must be kept on file in 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. **Do not complete applications electronically in the Citibank System.**
- Concur authorized requester 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.