
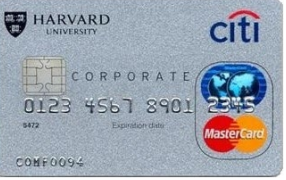
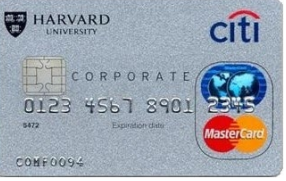



# Harvard Card Program Matrix

See the [University-Issued Card Policy](#) for complete details and [Financial Systems Access](#) on who may qualify for a card. Contact your local Finance Office or [local card program administrator](#) for school specific requirements and additional information.

TYPE OF CARD	PURPOSE	BILLING, PAYMENT & LIABILITY
<p>Purchasing Card (PCard)</p> 	<p>Issued to staff, faculty, contingent workers, and some affiliates, graduate or undergraduate students (with financial dean approval).</p> <p>Use for low-dollar, high-volume purchases.</p> <p>For a complete overview and details see the <a href="#">PCard At a Glance</a>.</p>	<ul style="list-style-type: none"> <li>• University billed</li> <li>• Centrally paid</li> <li>• University liability</li> <li>• Single purchase limit &amp; monthly spending limits</li> </ul>
<p>Corporate Card</p> 	<p>Issued to staff, faculty, and contingent workers for reimbursable expenses incurred while traveling or other appropriate and allowable University business expenses.</p> <p>For a complete overview and details see the <a href="#">Corporate Card at a Glance</a></p> <p>Note: It may be more appropriate to issue a Department Card rather than a Corporate Card for short-term hires (less than 6 months).</p>	<ul style="list-style-type: none"> <li>• Individually billed</li> <li>• Direct payment of approved expenses to Citibank via Concur</li> <li>• University &amp; Cardholder jointly liable</li> <li>• Payments must be made within statement date to avoid late fees, within 90 days to avoid individual tax liability</li> <li>• Monthly spending limits</li> </ul>
<p>Department Card</p> 	<p>Card issued under a department's name but must have an assigned Department Card Administrator. May be used for travel expenses for guests and employees who do not have a Corporate Card as well as other allowable department expenses.</p> <p>For a complete overview and details see the <a href="#">Department Card at a Glance</a> and <a href="#">Department Card Information</a></p>	<ul style="list-style-type: none"> <li>• Individual account billed</li> <li>• Direct payment of approved expenses to Citibank via Concur</li> <li>• University liability</li> <li>• Payments must be made within statement date to avoid late fees</li> <li>• Monthly spending limits</li> </ul>
<p>Centrally Billed Card Programs</p> <p>Examples include:</p> <ul style="list-style-type: none"> <li>• <a href="#">Declining Card</a></li> <li>• Meeting Card</li> </ul> 	<p>Cards which are centrally billed and used for specific purpose. These cards are issued under an individual's name (including students) but must have a university employee assigned as a department administrator.</p> <p>Note: These card programs require the establishment of Billing Accounts which can take up to 8 weeks. <a href="#">Contact Card Services for more information</a>.</p>	<ul style="list-style-type: none"> <li>• Parent account billed</li> <li>• Payment through B2P</li> <li>• University liability</li> <li>• Payments must be made within statement date</li> <li>• Set card spending limit (does not refresh monthly)</li> </ul>