



APRIL 2019

CMU BUSINESS CARD RECONCILIATION FORM DEADLINE

Spring Semester classes end on April 26th, and commencement will be held on Saturday, May 4th. If you are leaving campus for the summer and you have transactions on your CMU Business Credit Card, your documentation including your statement, original itemized receipts and completed, signed Business Card Reconciliation Form is due in Payroll and Travel Services by May 15th. If your documentation is outstanding without explanation after the 15th, a hold may be placed on the account making your CMU Business Credit Card unusable until the documentation is turned in.

CARDHOLDERS ON A LEAVE OF ABSENCE

If you have a cardholder that is on a leave of absence, this card is not to be used while the employee is gone. Arrangements should be made ahead of time by designating another cardholder take over purchasing responsibilities or having a new CMU Business Credit Card issued to another employee in the department.

CMU GIFT POLICY

With the end of the semester and graduation ceremonies rapidly approaching, please keep in mind that Gifts (regardless of value) may not be purchased for students, employees or members of their immediate families. Gifts include cash payments, gift cards, and non-cash gifts paid for with university funds. The complete gift policy can be found in the Business Expense Manual located [here](#).

Reminder –March ActivePay Deadline is Monday, April 29, 2019 at 5 PM

Statistics for February (2/26/19 to 3/25/19)

Total Spend	\$1,125,278.75
Total Number of Transactions	6019
Average Charge	\$186.95
Open Credit Cards	1,183
Cards with Activity	765

Thanks,
Payroll and Travel Services

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