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When a procurement card Delegate terminates employ	nent with the University, the department head has specific
abligation to notify the Card Services Administrator	to the Delegate's termination date and submit an
updated	for the departments procuement card Failure to
designate Primary and Secondary Delegates may result	tinthe department being responsible for payment of any
fiaudulent charges and revocation of all department care	dprivileges. Any fraudulent charges made by a Primary
and/orSecondary Delegate oran authorized user after	the Primary and/or Secondary Delegate's crauthorized
	ce Department. The terminated Primary and/or Secondary
Delegate crauthorized uservill be expected to reinbus	
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When a Delegate changes employment from one University department to another; the department has specific chligation to notify the Card Services Administrator____ to the effective date of change. Failure to notify the Card Services Administrator____ to the effective date of change may result in revocation of all department card privileges.

charging the tax. If the department is unable to secure a credit for sales tax from the vendor the department must reinburse the amount of the sales tax to the University.

•	Purchases are acceptable, unless otherwise prohibited
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•	See linknoted below
-	http://www.shsuedu/intranet/policies/information_technology_policies/

subscriptions may require_	_ when the subscription/periodical is shown to be beneficial to the Universit IT approval.	y. Certain orline
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If disputed, Citi will place the charge in a 'State of Dispute' and the account may be given a provisional credit until receipt of adequate documentation from the vendor is provided. If the documentation appears to be in order; the transaction will be re-posted to the account and the dispute considered closed.

If the charge is suspected to be fiaudulent, the card will be immediately blocked. An investigation of the charge will continue and a provisional credit will be issued. A new card will then be re-issued to the department, if appropriate. If, after the investigation, the disputed charge appears to be legitimate, the transaction will then post to the new