

# Cards for Purchasing

As a faculty member, you will have access to the department visa card, department campus card, and your own travel card.

## Which Card to Use:

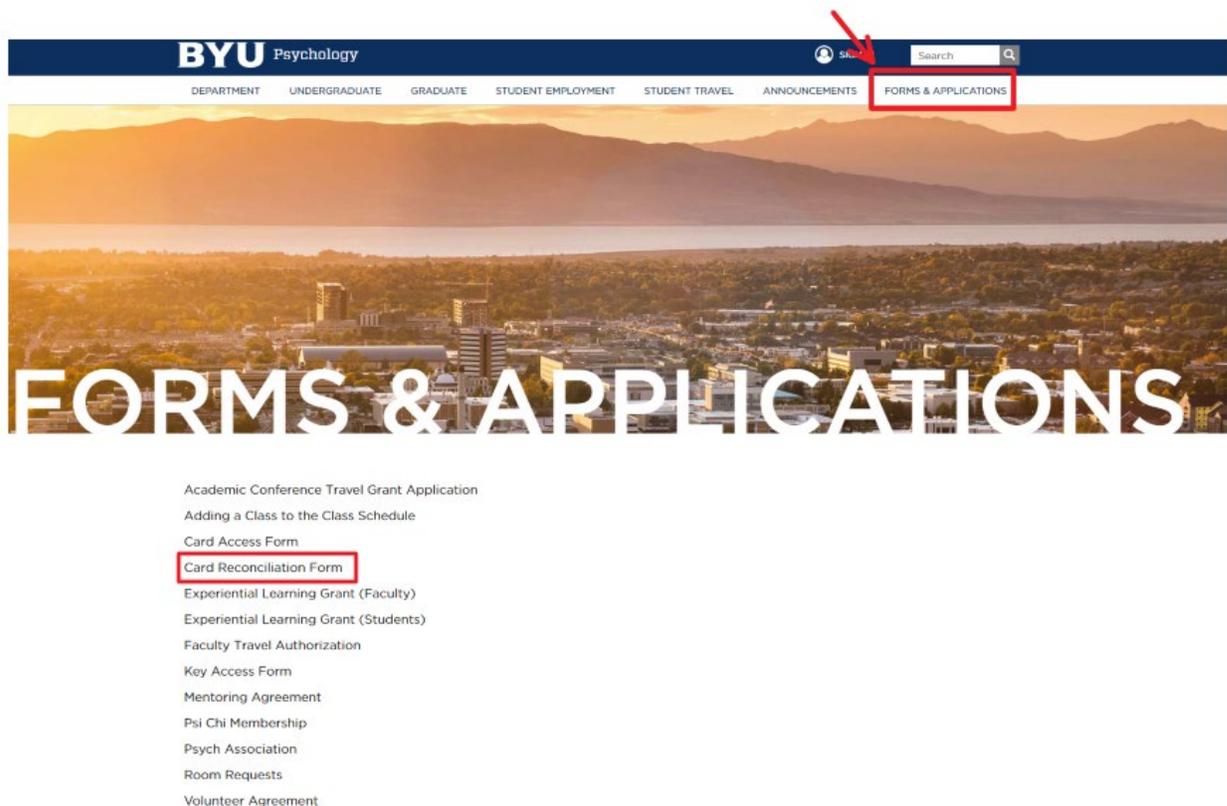
1. Which Card to Use
  - A. Department Visa (ask Jalene to borrow)
    - a) Non-travel business expenditures including food, supplies, registration fees, 2 memberships or subscriptions (see section "Memberships and Subscriptions"), gift cards for research participants, and everything else that is not mentioned in the other cards
  - B. Department Campus Card (ask Jalene to borrow)
    - a) BYU Store (20% off), Cougareat, The Skyroom, Legends Grille, BYU Food-To-Go, Copy Center, or other places on campus
  - C. Travel Card (see "Travel for Faculty" link for more information)
    - a) Gas, Hotels, Travel, Flights

## After the purchase:

Expense reports on Y-Expense must be completed within 30 days after the transaction or, for travel-related expense reports, within 30 days after the date of return from travel so please follow the steps below as soon as possible.

### Department Visa Purchase: what to do once you purchase something with this card

- 1). As soon as you have completed the purchase, fill out the google form found at this link: [Card Reconciliation Form](#) or find it on the Psychology website under the "Forms & Applications" tab called "Card Reconciliation Form".



- 2). Attach the receipt to the google form above (you can scan the receipt or take a picture of it and then attach it), send it to Jalene ([jalene\\_mcdonald@byu.edu](mailto:jalene_mcdonald@byu.edu)), or give it to her at her office (1084 SWKT).

- a. If you purchased gift cards for research participants, please also attach the gift card authorization form that has already been approved.
- b. If you borrowed the card from Jalene, return it to her.

**Department Campus Card-**

- 1) As soon as you have completed the purchase, fill out the google form above
- 2) Provide us with the receipt-attach to form, hard copy, or email
- 3) Return card to Jalene

**Travel Card Purchases (see "Travel for Faculty" link)**

**Account Numbers and Codes**

1. For purchases, it is good to know about the different kinds of numbers
  - A. Operating Unit-this is your 20-account number (which will be used for most of your purchases) and the 11-account (which is the general Psychology Department)
  - B. Account Numbers-this is a four-digit number that basically tells us or other places on campus what type of thing you are purchasing such as Supplies, Mailing, Membership, etc.
  - C. Class codes-this helps to show essentially the faculty/staff member in charge of the expense. The code normally consists of the first letter of the faculty member's first name and the first four digits of their last name so for Jalene McDonald, the class code is JMCDO.