



GEORGETOWN UNIVERSITY



FINANCIAL AFFAIRS MANUAL

Issuing Department Financial Affairs	Topic: Ghost Card/Account Designated ProCard Policy	Policy # FA 161-10E
New •	Revised	Effective Date: 09-01-2009

161.01 POLICY: Allowable Usage of, and Custodian/Departmental Responsibilities for ProCards designated to serve as a Ghost Card/Account.

161.02 STATEMENT:

Ghost Card/Account Designated ProCard expenditures must be compliant with all existent policies and procedures for procurement for goods and services. To ensure adequate internal control, sound financial accountability, and in order to adhere to accounting and audit standards, Ghost Card/Account custodians and their departments must follow policy guidelines including maintaining proper documentation and performing monthly reconciliation of all expenditures on the Ghost Card/Account.

Failure to comply with this policy can result in disciplinary action up to and including dismissal under Human Resources Policy #302. <http://www12.georgetown.edu/hr/manual/policies.cfm>.

161.03 APPLICABILITY: The policy applies to all individuals designated as custodians of Ghost Card/Accounts, Cost Center Managers that oversee staff that manage a Ghost Card/Account, and University Services CFO (refer to section 161.07).

161.04 PURPOSE: The purpose of this policy is to define the criteria for allowable Ghost Card/Account expenditures as well as outline the responsibilities of the individual designated as the Ghost Card/Account custodian and the custodian's department.

161.05 ADMINISTRATION:

The ProCard is a MasterCard issued by JP Morgan Chase with corporate liability. Personal credit is neither verified nor impacted by ProCard activity at this time.

“Ghost Card/Account” refers to a ProCard account exclusively created for making payments to vendors of Georgetown University with whom there is a high dollar amount and/or volume purchase. The account number resides with and is charged by the vendor for authorized university purchases that have been made by multiple users of the university community with that vendor.

Ghost Card/Accounts are university cards/accounts; however for administrative purposes they shall be established under the name of an employee within the Office of Administrative Services. The Office of Administrative services will assign a custodian for each Ghost Card/Account and the so designated custodian along with the department shall follow policy guidelines including maintaining proper documentation and performing monthly reconciliation of all Ghost Card/Account expenditures. The designated custodian of a Ghost Card/Account **may OR may not** be the individual on whose name the card has been setup.

Primary responsibility for monitoring and reconciliation of the Ghost Card/Account rests within the Ghost Card/Account custodian’s department. All Ghost Card/Accounts may be established ONLY by the Department Of Accounting Services, Financial Affairs with the preapproval of the AVP-Office of Administrative Services and University Services CFO.

During the application process for establishing a Ghost Card/Account a brief memo shall be submitted by the Director of Accounting Services to the AVP-Administrative Services and Campus CFO, outlining the purpose of the specific Ghost Card Account and identifying the custodian of such account along with the custodian’s supervisor/financial administrator who shall be sharing the responsibility of reconciliation. Whenever any change in the custodian of the Ghost Card/Account occurs, the supervisor of the custodian shall notify the Director of Accounting Services who in turn will be documenting such change and shall have it maintained on file of that particular Ghost Card/Account.

161.06 RESPONSIBILITIES: The Ghost Card/Account Custodian, Cost Center Manager and Supervisor must be aware of and in compliance with all policies and procedures relating to possessing a ProCard and managing a Ghost Card/Account. Any expenditure not in compliance with the policy may lead to disciplinary action up to termination of the Custodian of the Ghost Card/Account. (See 161.02 above) Cost Center Managers and Supervisors will also be held accountable for ensuring Cardholder compliance. Accounting Services, or Internal Audit, as well as external auditors, may review ProCard-Ghost Card/Account expenditures on an ad hoc basis.

161.07 ENFORCEMENT: The policy is enforced by departmental management and the Chief Financial Officer of University Services. Additional reviews may be conducted by the University’s financial auditors, Internal Audit, or Financial Affairs. The University Services Chief Financial Officer shall report annually to the Senior Vice President, CFO and Treasurer on efforts undertaken by the CFO to ensure this policy’s implementation.

Financial Affairs and Internal Audit will conduct continuous monitoring and testing of ProCard transactions.

161.08 RESOURCES:

- ProCard Policy <http://www9.georgetown.edu/finaff/general/prcrd07.pdf>
- ProCard User Manual - <http://www9.georgetown.edu/finaff/ProCardManual.pdf>
- Cash Advances Policy FA 174-09 - <http://financialaffairs.georgetown.edu/policytc.html>
- Contracts Policy FA 102-08 - <http://www9.georgetown.edu/finaff/policy/procure/contract.pdf>
- Direct vs. Indirect and Allowability on Federal Awards - http://www9.georgetown.edu/finaff/sao/Policies_Procedures/costhand.pdf
- Preferred & Exclusive Vendors FA 124-07 - http://www9.georgetown.edu/finaff/procure/vendor_info/prefvend.pdf
- Procurement Card Manual Policy FA 161-09 - <http://www9.georgetown.edu/finaff/procure/Procard/procard1.pdf>
- Procurement Card Review & Reconciliation Policy FA 161-07A - <http://www9.georgetown.edu/finaff/general/procdrev.pdf>

To be used with ProCard User Manual 7

- Record Retention Policy FA 161-07 - http://www9.georgetown.edu/finaff/policy/rec_rtnt.pdf
- Record Retention Policy APPENDIX A FA 161-09A- http://www9.georgetown.edu/finaff/policy/rec_rtnt_appendix.pdf
- Reimbursement Policy FA 112B-09 - <http://www9.georgetown.edu/finaff/general/rimb112b.pdf>
- Reimbursements - Business Travel Policy FA 112A-09 - <http://www9.georgetown.edu/finaff/general/rimb112a.pdf>

All employees who have financial accountabilities should attend the prerequisite operational training courses through T&OD. Classes are listed at http://www10.georgetown.edu/hr/training_development/index.html

161.9 APPROVAL: The policy is approved by the AVP of Administrative Services, Director, Accounting Services, in conjunction with Internal Audit and University Services CFO.

161.10 REVIEW CYCLE: The policy is reviewed annually