UNIVERSITY OF MINNESOTA GOPHER GOLD™ DEPARTMENTAL POLICIES AND PROCEDURES

AUTHORIZED APPROVAL

All applications for a Gopher Gold Departmental Account must be authorized by the appropriate representative of the department.

CARDHOLDER RESPONSIBILITIES

The intended use of this card is for cardholders to use for printing copy materials as needed for their work. Cardholders are responsible for the care and proper use of this card. Cardholders may be charged for loss of Departmental Card by the issuing department. Cardholders must report any problems with the card, theft or loss of card to their departmental representative.

It is the cardholder's responsibility to safeguard the card and associated card number to the same extent as their U Card. The cardholder should not allow any other individual to use the card or associated account number.

Prior to separation from either the department or the University of Minnesota, the cardholder shall surrender the Gopher Gold Departmental Card to his/her department representative.

Do not attempt to put money on this card. Any money lost in an attempt to add value to a card will not be reimbursed. A cardholder who makes unauthorized purchases may be liable for the total dollar amount of such unauthorized purchases.

DEPARTMENTAL RESPONSIBILITIES

Unissued card(s) will remain locked in a fireproof cabinet until distributed.

Upon distribution, the departmental representative must provide the U Card Office the card number, the employee ID number and name of the individual to whom the card was distributed.

Charges will incur on a credit basis, and will be totaled and charged at month end. Departments should hold individual cardholders responsible for tracking the use of their card.

Departmental representatives must return Gopher Gold Departmental Cards surrendered by cardholders upon separation from the University to the U Card Office so we can properly deactivate the card and transfer any outstanding value to a new card.

Must abide by University Accounting Business Practices.

Report lost or stolen cards to the U Card Office immediately.

Inform U Card Office of any EFS account string changes immediately.

Follow Code of Ethics for Departmental Staff Responsible for Buying.

Any information, comments, questions or concerns about the Gopher Gold Departmental Program should be directed to the U Card Office at 612 626-9900.