



PROCUREMENT  
SERVICES

PURCHASING CARD ADMINISTRATION

DB-CARD IMPORTANT INFORMATION  
FACULTY DEVELOPMENT

- Use your DB-Card only for expenses processed through the Office of Faculty Development.
- The credit limit on your DB-Card is equal to the funds granted to you for Faculty Development (including professional development, grants, conference participation, etc). This limit will decline as you make purchases. Your DB-Card will not allow any purchases that would result in charges over your credit limit. You must pay all expenses greater than your faculty funds from your personal finances.
- Messiah University's policy is to reimburse mileage when using your personal vehicle for business use. Therefore, do not use your DB-Card to purchase gas when driving your personal vehicle.
- Request an itemized receipt for all DB-Card purchases. You will upload receipts to Messiah University's Visa Intellilink system.
- All purchases made with DB-Card must be allocated Messiah University's Visa Intellilink system by the third business day of the following month (this includes attaching an itemized receipt, assigning the correct org and account and providing a description of the purchase). If you have not used the system, the P-Card Administration will provide training.
- Your DB-Card has an International Block on it, which prevents purchases from foreign companies. If you need to make a purchase from a foreign company, please contact the P-Card Administrator for assistance.
- If you will be using your DB-Card for out-of-area travel, please contact the P-Card Administrator and request a travel watch placed on your DB-Card. This alerts the fraud department to expect out-of-area purchases.
- Most purchases made by Messiah University are exempt from Pennsylvania State Sales Taxes, and it is the cardholder's responsibility to minimize expenses by ensuring no tax is charged. A copy of the University's sales tax exemption number in the upper left corner of the DB-Card. Access a copy of Messiah University's PA Sales Tax Exemption form [here](#).
- Using a DB-Card for Faculty Development purchases should always be the first choice. If a purchase cannot be done with a credit card, use personal funds then request a reimbursement in the OneSource system.
- Call the 800 number on the back of your DB-Card to balance on your card. Please remember that this balance does not reflect any pending or submitted mileage reimbursement requests.

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