

# DB-CARD QUICK FACTS SHEET

## WHAT IS A DB-CARD?

A Declining Balance Card, or “DB-Card” is Messiah’s way of distributing funds administered by the Office of Faculty Development. These cards function like debit cards, whereas Purchasing Cards, or “P-Cards”, function more like credit cards.



All DB-Cards are labeled “Faculty Development” under your name. P-Cards will not have this

## HOW DO I FIGURE OUT MY BALANCE?



Unlike P-Cards, you cannot find your DB-Card balance on VISA Spend Clarity (you may see something there, but it is not an accurate balance).

To receive an update on your DB-Card balance, please email: [dwaiters@messiah.edu](mailto:dwaiters@messiah.edu)

## ALLOCATION DEADLINES

All DB-Card transactions must be allocated by the **3rd** business day of the month and approved by the **6th** business day.



## HOW SHOULD I PURCHASE TECHNOLOGY ITEMS?

As noted in the Expenditure Policy, all tech purchases need to be made by ITS with the approval of the Dean for Faculty Development. **Please use the tech purchase request form (connected to the QR/link below) to initiate this process.** This process ensures tech purchases comply with University Policy and also helps steward resources with our institutional rates. Items purchased with Faculty Development funds will be assigned to the faculty member but remain the property of Messiah University.



Tech Purchase Request Form QR



[qrco.de/bf2VGr](http://qrco.de/bf2VGr)

## WHAT ACCOUNTS ARE CONNECTED TO MY DB-CARD?

### Professional Development **2002-6455**

\$1000 Professional Development funds are issued to Ranked Faculty annually. Up to \$500 may carry over to the following academic year.

### Conference Fund Participation **2002-6200**

This fund supports Ranked Faculty who assume active roles in professional conferences. One request may be funded per person each fiscal year.

### Internal Grants **2002-6206**

All internal grants awarded by the Scholarship and Development Committee.

## WHO DO I CONTACT?

Card Issue, Renewal, and Allocation Questions  
Renee Altez Nunez - [pcard@messiah.edu](mailto:pcard@messiah.edu)

Hardware and Software/App Questions  
Lew Gladfelter - [gladfelt@messiah.edu](mailto:gladfelt@messiah.edu)

Internal Grant/ Faculty Award Questions  
Kelsey Sheffe- [facdev@messiah.edu](mailto:facdev@messiah.edu)

Account Balance & General Questions  
Denise Waiters- [dwaiters@messiah.edu](mailto:dwaiters@messiah.edu)

Approval/Policy Questions  
Cynthia Wells - [cwells@messiah.edu](mailto:cwells@messiah.edu)

