- THE-Cards are used for all purchases related to Travel, Hospitality and Events.
- New THE-Cards are given $3000/$7000 limit,
- To change limits, email PCard@uakron.edu

  _____ with your supervisor copied and the desired funds for single purchase and overall limits and length of time you need these limits.
- THE-Cards users should first create a Spend Authorization for intent to use your THE-Card.
    - You can then link this spend profile to your Expense Report for transaction reconciliation.
- Verifying transactions, for THE-Card, go to "Expenses" > "Create Expense Report"
    - additional help and information can be found on the Purchasing Website.
- Verify (Reconcile Transactions) are required within a 2-week period from purchase or severe budget reporting errors will result.
- PIN numbers are required.
- Register all THE-Cards with Global Card Access for better card management.

THE-Cardholder uses card book travel for travel related expenses, or for hospitality event purposes.

THE-Card transactions

THE Card Processing