

ALL CARD MANAGEMENT

POLICY NUMBER: ADM-ALLCARD

POLICY TYPE: ADMINISTRATIVE

RESPONSIBLE OFFICIAL TITLE: VICE PRESIDENT OF ADMINISTRATION & FINANCE/CFO

RESPONSIBLE OFFICE: DIRECTOR OF BUSINESS OPERATIONS AND AUXILIARY SERVICES

EFFECTIVE DATE: UPON PRESIDENTIAL APPROVAL – 7/20/2018

NEXT REVIEW DATE: PREVIOUS REVIEW PLUS THREE (3) YEARS – 8/04/2024

SUPERSEDES POLICY DATED: 7/1/2015

BOARD OF REGENTS REPORTING (CHECK ONE):

PRESIDENTIAL RECOMMENDATION (CONSENT AGENDA/VOTING ITEM):

PRESIDENTIAL REPORT (INFORMATION ONLY)

I. POLICY STATEMENT

1. The NKU ALL CARD is not transferable and must be presented upon request to establish official university identification/status.
2. The card remains the property of Northern Kentucky University and must be returned upon request.
3. The university is not responsible for expense resulting from the loss, theft, damage, or misuse of the card. A fee will be assessed for replacement cards. The fee will be reviewed annually. If a fee adjustment is needed, it will be requested through the fee development process – see [Fees and Service Charges policy](#).
4. If a transaction cannot be verified due to a system failure and a purchase occurs with an insufficient balance, the cardholder is responsible for payment.
5. Requests for card usage histories may be made in person at the ALL CARD office, in writing to the ALL CARD administration by the individual named on the card, or online via the cardholder's GET account at <https://inside.nku.edu/allcard/getfunds.html>.
6. The ALL CARD allows the convenience of making purchases on campus without having to carry cash. Below are the ALL CARD Dollar Terms and Conditions:
 - A. ALL CARD Dollars carry forward from semester-to-semester and year-to-year except in the case of dormant accounts (see 6.D below).
 - B. Any billed university charges associated with Northern Kentucky University that are unpaid may be collected from ALL CARD Dollar balances (completed on an annual basis as part of year-end closing).
 - C. A \$10 service fee will be assessed from ALL CARD Dollar balances for refund requests of ALL CARD balances. This includes requests at the end of semesters or other departure times from the university (balances under \$10 are not available for refund). The service fee will go to Northern Kentucky University central funds.
 - D. ALL CARD Dollar accounts with no activity for twenty-four (24) months will be considered dormant. Funds will be considered expired and forfeited to Northern Kentucky University central funds.
 - E. These "Terms and Conditions" apply to all funds deposited into ALL CARD Dollar accounts.
7. Use of the Northern Kentucky University ALL CARD indicates agreement with card policies.

II. ENTITIES AFFECTED

Students, Faculty, and Staff

III. DEFINITIONS

Active ALL CARD account – An ALL CARD account that has had activity during the preceding 24 months.

Dormant ALL CARD account – An ALL CARD account that has had no activity during the preceding 24 months.

IV. REFERENCES AND RELATED MATERIALS

REFERENCES

NKU ALL CARD website: <https://inside.nku.edu/allcard.html>

REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
Review – no changes	August 4, 2021
Revision/Name Change	July 20, 2018
Policy – All Card Policies	July 1, 2015

ALL CARD MANAGEMENT

PRESIDENTIAL APPROVAL

PRESIDENT

Signature

A. L. Yonida

Date

7/20/18

Print Name

BOARD OF REGENTS APPROVAL

BOARD OF REGENTS (IF FORWARDED BY PRESIDENT)

- This policy was forwarded to the Board of Regents on the **Presidential Report (information only)**.
Date of Board of Regents meeting at which this policy was reported: 9 / 12 / 18.
- This policy was forwarded to the Board of Regents as a **Presidential Recommendation (consent agenda/voting item)**.
- The Board of Regents approved this policy on ____/____/____.
(Attach a copy of Board of Regents meeting minutes showing approval of policy.)
- The Board of Regents rejected this policy on ____/____/____.
(Attach a copy of Board of Regents meeting minutes showing rejection of policy.)

EXECUTIVE ASSISTANT TO THE PRESIDENT/SECRETARY TO THE BOARD OF REGENTS

Signature

Date

9.18.18

Print Name