



University of Pittsburgh OneCard Policy Committee Charter

I. Preamble

This body is called the OneCard Policy Committee (Committee). It is authorized by the Chancellor and will serve at the Chancellor's discretion. The Chancellor has authorized the Senior Vice Chancellor and Chief Financial Officer (SVC/CFO) to direct the operations of this Committee, consistent with the terms of this Charter. This Charter outlines the purpose, relevant background, scope, responsibilities, composition, and operations of the Committee, as well as the review process for any proposals generated by this Committee.

This document should be read in conjunction with Policy AO 01, Establishing University Policies, and all other applicable University policies, protocols, and procedures.

II. Purpose

The Committee is created for the purpose of developing a new University Policy to replace University Policy FN 20, Procurement Card and University Policy FN 26, Travel Card, as well as their supporting documents (e.g., procedures and standards).

III. Background

In August 2022 the University replaced its travel and procurement cards into one card that can be used for both travel-related expenses incurred on behalf of the University and for procurement purchases made on behalf of the University. These cards were consolidated so that the OneCard can be used to purchase emergency business expenses, travel purchases, and business entertainment events, including conferences. This change has reduced the number of cards employees carry and it is anticipated that it will reduce the potential for error in using the wrong card.

The use of the OneCard is currently governed by two separate policies and their application depends on the type of charge at issue. Those policies are University Policy FN 20, which addresses payment for low risk and emergency purchases, and University Policy FN 26, which addresses payment for travel and business entertainment expenses. This policy framework is difficult to navigate and the move to OneCard has demonstrated a corresponding need to update the rules and requirements regarding the reimbursement of travel and procurement expenses.

As described below, this Committee is charged with reviewing our current policies and procedures and proposing one new policy that would establish rules regarding authorization to use the new OneCard, how the new OneCard may be used, what uses are prohibited, and how transactions made with the new card will be reconciled. The policy process outlined in this charter will also provide an opportunity to examine whether new and additional restrictions are necessary to reduce fraud risk and whether new procedures are necessary to provide greater

operational efficiency, especially as the existing policies, FN 20 and FN 26, have not been updated since 2017.

IV. Scope and Authority

The Committee will recommend a OneCard policy and supporting documents to replace the Procurement and Travel Card policies. In doing so, the Committee's deliberations must address the following topics:

- **Compliance.** Address specific statutory or regulatory requirements associated with reporting and managing payments.
- **Clarity.** Consider users of the Policy and use terms that will create a Policy and supporting documents that are clear and concise.
- **Roles and Responsibilities.** Identify and establish roles and responsibilities regarding implementation, especially with respect to the Office of the Chief Financial Officer, other units within the University, and OneCard users.
- **Supplemental Documents.** Develop materials to help support the implementation of this Policy and use of OneCard by community members, with specific consideration of what material should exist in a University Procedure and what material is best displayed on University websites.
- **Alignment.** Assess whether a proposed Policy aligns with related existing Policies, such as University Policy FN 28, University Travel, Business Entertainment, Honoraria, and Miscellaneous Reimbursable Expenses and University Policy AO 30, Required Use of Contracted Suppliers, and suggest any proposed revisions to those policies to the Policy Office.
- **Procedural Requirements.** Recommend an efficient process associated with using the OneCard, which includes documentation requirements associated with both receiving the necessary authorizations and fully reporting transactions.

V. Responsibilities

As provided above, the Committee is created to propose a University Policy governing the use of the University's OneCard to pay for travel-related expenses incurred on behalf of the University and for purchases made on behalf of the University. To perform this function, the Committee has the responsibility to:

- Review and discuss best practices among institutions of higher education for documenting the management of a OneCard process;
- Review University Policy FN 20, Procurement Card and University Policy FN 26, Travel Card, and their supporting documents;
- Provide a recommendation as to whether additional changes to other existing policies may be necessary to align with a recommended Policy;
- Recommend a draft Policy (or policies) for review pursuant to the process described in Section VIII below and consider feedback received during that review; and

- Recommend any supporting documents needed for the effective and efficient implementation of the proposed Policy.

It is expected that the Committee will work in confidence in order to have a full and frank discussion of all options. Individual members should maintain the deliberations of the committee confidential and are expected to not discuss the content of the Committee’s deliberations outside of the Committee, unless authorized to do so by the Committee. The broader community will have an opportunity to consider the Committee’s proposals pursuant to the process described in Section VIII below.

VI. Composition

This Committee will be chaired by **Stephanie Ford-Jones**, Director, Payment Processing and Compliance. The Committee will include the following members:

1	Michael	Balderson	Director of Administration	University Center for International Studies
2	Neil	Bayer	Executive Director of Budget and Finance	Office of the Vice Chancellor for Research
3	Anna	Berzowski-Germ	Tax Manager	Tax Department
4	Emily	Gavin	Treasury Manager	Office of the Treasurer
5	Gary	Hollibaugh	Associate Professor and Public Administration Program Director	School of International and Public Affairs
6	Edouard	Machery	Distinguished Professor; Director	History and Philosophy of Science; Center for Philosophy of Science
7	Denise	McClosky	Director of Administration	Office of the Provost
8	Jeffrey	Morrison	Assistant Director, Budget and Financial Accounting	Health Sciences
9	John	Senter Jr.	Assistant Athletic Director for Business and Finance	Athletics

Michael Pierce, Associate Legal Counsel to support the Committee on behalf of the Office of University Counsel.

Anthony Graham, Senior Policy Specialist, Policy Development and Management, will facilitate and support the Committee.

VII. Operations

The Committee will meet monthly or more frequently as circumstances dictate, until the work set forth above is complete. The Committee’s proposed OneCard Policy, which will replace the Procurement Card and Travel Card Policies, will be submitted to the SVC/CFO no later than the Spring 2024. The SVC/CFO may ask for interim status reports.

After the SVC/CFO's review is complete, the draft Policy will be submitted to the Policy Office to coordinate its review consistent with Policy AO 01.

VIII. Policy Review Process

The review process for the Committee's recommended Policy will include:

- University comment period;
- University Senate's Budget Policies Committee,
- Council of Deans
- Faculty Assembly;
- University Senate Council; and
- Administration Leadership.

The Committee will coordinate with the Policy Office to consider feedback provided throughout this process. Once this review process is complete, the proposed Policy will be sent to the Policy Office for review and submission to the Chancellor in accordance with Policy AO 01.

IX. Amendment

Any amendments to this Charter must be made in accordance with Policy AO 01 and receive the approval of the Chancellor or designee.

This Committee shall expire on the publication of a new University Policy that governs payments with the University's OneCard, unless otherwise directed by the Chancellor.