



RISD Credit Card Update

With the 2023-2024 Academic Year, updates to the RISD Credit Card program will be implemented affecting the types of RISD Credit Cards issued and how to apply for a card. Below is an FAQ that outlines the updates.

Starting with the 2023-2024 Academic year. Three (3) types of RISD Credit Cards will be available.

Frequently Asked Questions (FAQ)

What type of RISD Credit Cards will be available?

- Travel & Entertainment Card (T&E Card) – primary way to pay for travel, entertainment, food related and individual business expenses. *(issued to individuals only)*. Department T&E Cards will no longer be available.
- Purchasing Card (P-Card) - the purchase of low-dollar goods and services that cannot be readily purchased through the punchout portal or through other contract suppliers. *(issued to dept or individual)*.
- Department Small Purchase Card – Essentially these are “petty cash” cards used to purchase incidental small dollar amount goods and services locally. *(issued to departments only)*. Example: Refreshments or snacks for a visiting critic.

NOTE: Currently existing department T&E cards will default to a small purchase card on 9/15/23

When are existing Department T&E cards valid through?

Existing Departmental T&E Cards are valid through 9/15/23. Departmental T&E card will be transitioned on 9/15/23 to a Departmental Small Purchase Card that will have a \$50 single transaction limit and \$100 daily purchase limit and cannot be used for most purchases going forward. Departmental purchasing needs for the department will need to transfer to an individual T&E Card, a departmental P-Card, or through the RISD Punchout suppliers/Non Catalog Suppliers.

Who should apply for a RISD T&E Card?

Any exempt/non-exempt RISD staff or faculty member that will travel or entertain on behalf of RISD.

All Card Applications are subject to associate’s managerial approval and approval from Procurement Services Dept.

How do I apply for a RISD T&E or Purchasing Card?

Submit the “RISD Credit Card/Credit Line Request” Form in [Etrieve](#). The individual requesting the card must complete the form and agree to the Cardholder User Guide and Controller Policies.

NOTE: As of 8/14/2023 the Etrieve form is the only way to request a RISD Credit Card. No PDF forms will be accepted.

How long does it take to receive a card?

Once the Procurement Services Department receives your approved form, it usually takes 2-weeks to receive the card from the RISD mailroom. Please plan accordingly.

Are there changes to the Expense Report Process?

No, all RISD Credit Card purchases (T&E, P-Card, & Small Purchase Cards) will be reconciled through either the P-Card Verification or Expense Report process in Workday.

If you have any questions please email David Jay, Director of Procurement at djay@risd.edu or epro@risd.edu.