

## Falcon Campus Card Supplemental Information

- Campus Cards for employees and student employees are limited to \$75 a year.
- If Falcon Campus Cards are purchased with internal funds for an employee or student employee the department purchasing the cards must provide name and ID# (if known) of recipient to Falcon Exchange at time of purchase. Falcon Exchange will forward this data to Payroll and Accounts Payable at the end of each calendar year.
- Cards cannot be used in lieu of compensation for services performed by employees, student employees, or contractors. Use of these cards must be evaluated against the college Expenditure Policy prior to any service being performed or provided. Please contact the Payroll Office at ext. 2903 or via e-mail at [Payroll@messiah.edu](mailto:Payroll@messiah.edu) if you have questions regarding employee or student employee compensation. All other questions should be directed to the Falcon Exchange at ext. 7213 or [falconexchange@messiah.edu](mailto:falconexchange@messiah.edu).
- In lieu of using these cards for department hospitality purposes, a department card may be a better option.

### Falcon Campus Card Flow Chart

