

## **Transaction Authorization Card (TAC) Guidelines for Determining Organization Assignment**

### **Organization (ORG) and ORG Ranges for TAC Cards:**

Properly assigning the school and organization code is an important budget control step that is designed to help Schools/Centers ensure that charges to their respective organizations have been properly authorized. The TAC card system is designed principally for assignment to a single organization within a School/Center. If a School/Center determines that it is appropriate, authority can be delegated for a range of organizations as indicated below:

#### **TAC Cardholder Authorization**

Single organization  
Multiple organizations up to 10  
Multiple organizations up to 100

#### **ORG/ORG Range**

Indicate exact 4-digit ORG code (e.g. 8720)  
Indicate the first 3 digits followed by an X (e.g. 872X)  
Indicate the first 2 digits followed by an XX (e.g. 87XX)

The desired ORG/ORG Range must be specified on the "Transaction Authorization Card (TAC) Request".

If the School/Center TAC Coordinator determines that adequate control cannot be maintained using the multiple ORG options outlined above, separate cards and request forms indicating the exact 4-digit ORG code are required.

It is the responsibility of the School/Center to ensure card utilization aligns with the ORG/ORG Range documented on the "Transaction Authorization Card (TAC) Request".

### **Charging Organizations Not Indicated On Transaction Authorization Card**

In order for School/Center personnel to maintain the budget control integrity facilitated by the TAC, costs cannot be charged to organizations not indicated on the TAC unless pre-approval documentation has been obtained. This documentation (e.g. email) must be included with the "Request for Payment" (appropriate C-form) to substantiate and document use of the TAC for charging other organizations. The School/Center TAC Coordinator may elect to waive this requirement for organizations in the same School/Center.