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- THE-Cards are used for all purchases related to Travel, Hospitality and Events.
 - New THE-Cards are given \$3000/\$7000 limit,
 - To change limits, email PCard@uakron.edu with your supervisor copied and the desired funds for single purchase and overall limits and length of time you need these limits.
 - THE-Cards users should first create a Spend Authorization for intent to use your THE-Card.
 - You can then link this spend profile to your Expense Report for transaction reconciliation.
 - Verifying transactions, for THE-Card, go to “Expenses” > “Create Expense Report”
 - additional help and information can be found on the [Purchasing Website](#).
 - Verify (Reconcile Transactions) are required within a 2-week period from purchase or severe budget reporting errors will result.
 - PIN numbers are required.
 - Register all THE-Cards with [Global Card Access](#) for better card management.

THE-Card

Travel Account for Business Card



THE-Cardholder

THE-Card transactions

book travel for travel-related expenses, or for hospital or event purposes.

THE Card Processing
