The University Corporation
Research, Investments and Commercial Services
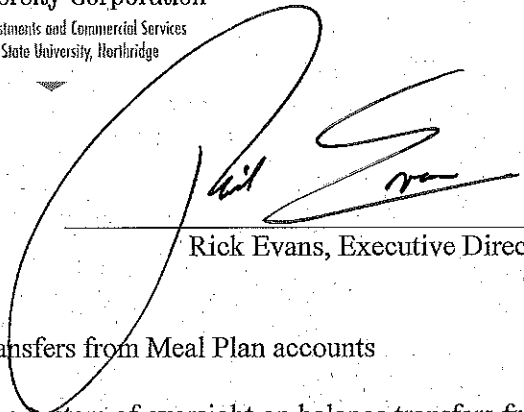California State University, Northridge

Rick Evans, Executive Director

Policy Number: CO024

Date: July 1, 2015
Updated: June 3, 2016

Title: Procedure for the oversight of balance transfers from Meal Plan accounts

Statement: This procedure's objective is to establish a system of oversight on balance transfers from a Meal Plan account.

Procedure

The University Corporation will implement the following control action plan on a daily basis to help prevent fraudulent activity on Meal Plan accounts:

a. Generate Daily Reports: TUC will generate the following two reports through InfoGenesis.

   1) Daily GA Account Activity Review - Determines what transactions took place (within 24 hours) using Dining Dollars and MataMoney
   2) Daily Check Tender Detail Review– Determines all transactions taking place at each dining unit that used Dining Dollars or MataMoney as the tender

b. Cross-Reference Reports. TUC will use both reports to cross-reference each transaction by:

   1) Checking the list of transactions in the Daily GA Account Activity Review report for all transactions (over $50) that shows funds being loaded onto cards as Dining Dollars or MataMoney. Any large transactions or strange transactions (i.e. multiple loading of funds on the same card) will be flagged for further investigation.
   2) Cross-reference large Dining Dollar transactions (over $50) in the Daily GA Account Activity Review report by checking for a similar transaction amount at dining units on the Daily Check Tender Detail Review report to ensure these transactions were used for valid purchases and not fund transfers from Dining Dollars to MataMoney.

c. Additional Reference:

   1) For any questionable charges, TUC will pull up a copy of the receipt in InfoGenesis to verify the transaction charges and tender are acceptable and aligns with the policy.

d. Log:
   1) Each time that the report is reviewed it will be saved into the shared drive in the locations below
      i. S:\Commercial Services GROUP\Computrition\Control File
   2) A spreadsheet will also be located in that folder and will be checked off each time the reports are reviewed
   3) An Associate Director of Foodservice will review the spreadsheet on a weekly basis to ensure compliance with the above procedure.

e. Tapingo

    1) All meal plan transactions that are made through Tapingo will be monitored in the same way as listed above.

        i. In addition, a computer software program (Shibboleth) was added to the Tapingo registration process. Shibboleth requires Meal Plan members to verify their student ID before using their Meal Plan cards on Tapingo.

        ii. TUC will maintain the Shibboleth verification software for as long as we are using Tapingo as a vendor.