

The University of Michigan Mcard Related Discounts Policy

9/9/2022

It is the policy of the University of Michigan that any discount programs offered by merchants, vendors or service providers to faculty, staff or students (whereby the Mcard is required for proof of University affiliation), must be administered and approved by the Treasurer's Office. This policy will ensure that all offers are unique, not generally offered to the public, and that there are no conflict of interests with existing University contracts. The University of Michigan reserves the right to accept or refuse any offer. Approved discount offers will be publicized on the Mcard Discounts Web page, the official personal discount offers for the university community.

Businesses and organizations may not use the University Seal or other licensed trademarks without express written permission from the University's Director of Trademark Licensing.

The University of Michigan's Mcard Website Discount Offer Policy

The University of Michigan Mcard website contains a Discounts Web page (finance.umich.edu/treasury/mcard/discounts) of unique offers from vendors to faculty, staff, students and others. The following are guidelines for placement of discount offers on the Mcard Discounts Web page.

1. Competitive discount offers are subject to the approval of the several units of the University.
 - Discount offers cannot be posted on the Web page when the University deems it presents a conflict of interest
 - Target for discounts offered is 10% or greater (Other equivalents may be acceptable)
 - Discount offers must be unique and not generally offered to the public
 - Discount offers cannot be specific to alcohol, tobacco, weapons, adult entertainment, bank checking/savings products or tanning services. Vendors must be in good standing with the University's Vendor Code of Conduct.
 - A link can be provided from the Mcard website to the merchant's website
 - No company logos or images will be used
 - Discount offers can be deleted/changed as necessary (weekly, monthly, etc.)
 - No additional forms of University communications (flyers, intranet sites, broadcast emails, paycheck messages, etc.) are possible to disseminate the discount offer
2. The acceptance of a discount offer and placement on the Mcard Discounts Web page does not imply in any way an endorsement from the Regents of the University, its governing board, officers, agents or employees.
3. The University of Michigan will not be responsible for any errors, omissions, or loss due to posting a discount offer for a business/organization. The Treasurer's Office will alter any incorrect information as soon as possible.
4. The Treasurer's Office must receive a discount offer submission form with the following:
 - signature of an authorized representative of the business/organization
 - submission date and offer beginning and expiration dates

- store/organization name, address, phone number, and hours
 - e-mail address & Web address, if there is to be a link from the Mcard Discounts Web page to the store/organization's website (optional)
5. The Submission form (found at finance.umich.edu/treasury/mcard/mcard-discount-submissions) is preferred that it be completed, including a "pen-to-paper" (non-typed) signature and emailed to mcardadmin@umich.edu. It can also be faxed (734 763-2201) or sent through the U.S. Mail.
 6. Submissions may take up to several weeks to be approved. Approved offers will be posted to the Mcard Discounts website. The business/organization will receive an email only if the offer was not approved.
 7. Due to limited space on the Mcard website, a limit of the number of individual discount offers from a business/organization may be imposed based on the perceived or demonstrated value of the offer.
 8. A business/organization may request that their discount offer(s) be altered or removed from the website. After receiving confirmation from an authorized agent of the business/organization, the change or removal of the offer may take several business days. However, if the University deems the value of the discount offer diminishes, the offer may be subject to removal.
 9. Expired discount offers to the University community may be removed from the Mcard Discount Web page within 10 business days. Businesses/organizations must list an expiration date or "N/A" within the discount offer. An attempt will be made to contact business/organization to ascertain if the offer be renewed prior to its expiration.
 10. The University does not guarantee that the Mcard website will be available 24 hours/ 7 days a week. Every effort will be made to restore the website in case of an outage. The Mcard Discount Web page may be discontinued at any time without prior notification to business/organization.

Questions should be directed to mcardadmin@umich.edu, 734 763-1299.

University of Michigan
Treasurer's Office
10090 Wolverine Tower
3003 South State Street
Ann Arbor, MI 48109-1283