



ADMINISTRATIVE PROCEDURE

TITLE: CREDIT CARD ISSUANCE AND USE

ADMINISTRATIVE PROCEDURE # 6331

RELATED TO POLICY # 6330 PURCHASING

A. CREDIT CARD ISSUANCE:

Employees hired or promoted into positions that include roles for conducting certain types of business transactions on behalf of the College are encouraged to request a business credit card.

Send the completed ***Credit Card Request*** form – (found on the Office Business Services Webpage under Forms), to the Budget Manager.

The Chief Financial Officer approves all card requests. Once approved, The ***UCC Credit Card Usage Agreement*** form – (found on the Office Business Services Webpage under Forms), must be read and signed by the card user.

Please note:

1. Cards are issued in the employee's name and are paid for by the College. The safekeeping of the card is the sole responsibility of the cardholder.
2. Sharing of the card is strictly prohibited, even between members of the same department or division of the College.
3. The cardholder's supervisor authorizes each transaction within the monthly limits set and approved by the Chief Financial Officer.
4. Cardholders and their supervisors are expected to adhere to the guidance set forth in this procedure. Any violator will be subject to disciplinary action, including but not limited to card revocation and/or the requirement to reimburse the College for unauthorized charges.

B. CREDIT CARD USE:

Credit Card use, as a method of purchase, is fully governed by, and may not be used to circumvent, approved Purchasing Policy BP 6330 or corresponding Procedure AP 6330. Purchases with a card may **only** be used for *Small Procurements* at the departmental level as outlined by BP/AP 6330.

Card purchases by authorized staff are to be transacted only as a supplement to standard procurement methods: to provide cost effective method for making small dollar purchases for goods and services as required during the normal course of employee's duties, or when traveling for approved business purposes.

1. Cardholders:
 - a. shall abide by all approved policy and procedures for Credit Card use.
 - b. shall use the issued card for UCC business only.
 - c. shall not exceed budget authority or the card's remaining balance.
 - d. shall not use a business credit card for personal use.
 - e. shall not withdraw cash.
 - f. may purchase alcohol for consumption, but *only* for instructional use and within SOWI's program charter. No travel related alcohol purchases are permitted.
 - g. may purchase industrial grade alcohol, but *only* for instructional use. Such a purchase must meet all Oregon Liquor Control Commission (OLCC) requirements *and* be approved by the Purchasing Manager prior to the transaction.
2. Certain purchases are generally prohibited, including but not limited to:
 - a. Weapons.
 - b. Tobacco products or controlled substances of any kind.
 - c. Gift Cards - Gift cards are considered taxable income to the recipient and in some circumstances are viewed as additional compensation when given to regular or student employees. In the unusual circumstance that the purchase of gift cards is approved by a Senior Officer, card holders must contact Accounting Services to discuss the purchase and the appropriate process necessary to collect any required tax information and supporting documentation.
 - d. Political Contributions.

- e. Gifts or flowers for individual employees.
- f. Gifts or prizes to students unless there is a programmatic purpose.
- g. Travel Insurance.
- h. IT Hardware and Software – Purchase of IT hardware, software, and other IT related services requires pre-approval by the Director of Information Technology in addition to the cardholder's Senior Officer, to ensure compatibility with existing systems as well as agreement on future replacement requirements.
- i. Capital Goods – as defined here, are fixed assets of a tangible and durable nature at \$5,000 or greater, and are depreciable in value over time. All such purchases must be pre-approved by the Chief Financial Officer. These purchases generally require a Purchase Order.
- j. Cash Advances.
- k. Traffic and/or parking violations, fines, and towing.
- l. Gasoline purchases when mileage is being reimbursed.

C. ADDITIONAL CARDHOLDER RESPONSIBILITIES:

1. Cardholders must obtain prior approval for expenses incurred on behalf of the College and paid with a business credit card, including but not limited to travel and lodging accommodations, conference registration, professional license and membership subscriptions, annual dues, etc.
2. Cardholders must obtain an itemized receipt for each purchase. Cardholders should be especially mindful of this when purchasing meals (refer to BP6330), as some restaurants will only return the summary receipt with the total and the tip. In this case, a detailed receipt which lists the meals and drinks purchased must be requested and retained.
3. Attach all receipts to the ***Credit Card Purchase Summary*** form – (found on the Office Business Services Webpage under Forms). The receipts are necessary to substantiate the expenditure and support allowability by the College, other funding agencies, and the IRS and will be made available for review by the College's external auditors or another government agency as needed.
4. In the event that a receipt is lost, cardholders must complete a ***Missing Receipt Affidavit*** and submit it along with the ***Credit Card Purchase Summary*** form – (both are found on the Office Business Services Webpage under Forms).
5. Documentation for, and monthly reconciliation of, all credit card purchase types are the responsibility of the cardholder.

6. Cardholders shall reconcile their purchases within seven (7) working days of receiving the credit card statement or communicate any delay to Accounts Payable staff.
7. Cardholders are ultimately responsible for the cards and all charges incurred. Report lost or stolen cards or associated data to the Chief Financial Officer as soon as possible after discovery. Cards shall be returned immediately to the CFO's office upon termination of employment.

a. In case of Fraud

In the event of any suspicion, report, or incident of fraud, contact the credit card company immediately using the phone number on the back of the card and follow their instructions. Once that is complete, report the incident to the Chief Financial Officer.

b. Use of Purchasing Department Credit Card

In a situation where an authorized purchase may exceed the local department's credit card limit, use of the Purchasing Department Credit Card may be requested. Contact the Purchasing Manager for assistance. Compliance with Statute and other limiting Policies remain in force.

RESPONSIBILITY:

The Purchasing Manager is responsible for implementing and updating this procedure.

NEXT REVIEW DATE:

DATE OF ADOPTION: 1/21/2020 by CC

DATE(S) OF REVISION:

DATE(S) OF PRIOR REVIEW: