
Responsible Office: Business Office
Applies to: Faculty and Staff
Approved: 11/17/2020

Policy: The College credit card program is intended to streamline and simplify purchasing and accounts payable functions. College credit cards are tools that reduce transaction costs, facilitate timely acquisition of materials and supplies, auto-mate data flow for accounting purposes and offer flexible controls to help ensure proper usage. College credit cards may be used with any College approved merchant who accepts major credit cards, either in- store, by telephone, mail, fax or on-line, subject to the College's purchasing policy. The College also utilizes store issued credit cards. The use of debit card accounts by the College is prohibited, except for debit card accounts related to the receipt of grant moneys. Cash advances are not permitted.

Guidelines:

- I. **Program Overview:** The College credit card program is designed to complement existing purchasing processes. The College credit card program is not intended to avoid or bypass current payment procedures and purchasing policies. Proper documentation of record keeping is required.

- II. **Definitions:**
 - a. **College Credit Card:** Credit card issued to College with approval of Vice President for Finance & Business, and embossed with the Cardholder's and College's names.
 - b. **Cardholder:** College employee whose name appears on the credit card and is accountable for all charges made and reporting and documentation associated with the card.
 - c. **Card User:** College employee who is authorized to temporarily use a Cardholder's credit card.
 - d. **Department Liaison:** Support staff that assists the Cardholder with the compilation and submission of credit card statements/ expense reports.
 - e. **Cardholder Supervisor:** The employee within each department who is responsible for reviewing the Cardholder's transactions and verifying that all charges associated with the credit card are supported by the appropriate documentation.

- III. **Cardholder, Card User, Cardholder Supervisor, and Vice President for Finance & Business Responsibilities:**
 - a. Officers and/or Positions authorized to use College Credit Card:
 - i. The only person entitled to use the College Credit Card is the Cardholder whose name appears on the face of the College Credit Card. The College Credit Card may not be loaned to another person for any reason.

- b. Card holder and/or Card User Responsibilities:
 - i. It is the Cardholder's responsibility to ensure that the College Credit Card is used within the stated guidelines of this and other College policies relating to the expenditure of College funds.
 - ii. Cardholder must notify associated banks/card companies immediately if the College Credit Card is lost or stolen, and notify the College's Business Office of the same at the first opportunity during normal business hours.
 - iii. Cardholder is the only person authorized to approve charges made against his/ her card.
 - iv. Cardholder and Card User shall use the College Credit Card for approved, official college business purchases only.
 - v. Cardholder and Card User shall not use the College Credit Card to charge personal purchases. Use of the College Credit Card for personal purchases will be subject to disciplinary actions.
 - vi. Cardholder and Card User must obtain receipts for all College Credit Card purchases and maintain proper supporting documentation. Every receipt requires documentation explaining how the purchase relates to College business.
 - vii. Cardholder must return the College Credit Card immediately upon request of the College or upon termination of employment (including retirement).
 - viii. Cardholder must notify the College's Business Office if the Cardholder changes departments.
 - ix. Cardholder and Card User must follow College policies and procedures regarding use of the College Credit Card, including timely submission of statements and receipts. While the compilation and submission of credit card statements and expense reports may be delegated to a Department Liaison, **the responsibility for compliance with applicable College policies and procedures remains with the Cardholder.**
 - x. Only the Cardholder may sign his/ her own College Credit Card statement and may not delegate this responsibility.
 - xi. Failure to follow this and other applicable College policies will result in suspension or revocation of the use of the College Credit Card, additional taxable income to the Cardholder and/or Card User being reported on Form W-2, and/ or other disciplinary actions.
- c. Cardholder Supervisor Responsibilities:
 - i. Reviews and signs College Credit Card statements of the Cardholder. The Cardholder Supervisor signature indicates that he/ she has reviewed the statement for compliance with College policy and it is correct, complete and that the expenditures are approved for the business purpose indicated. If the Supervisor cannot determine the business purpose from the statement, the Supervisor should not sign the statement and should instead return the statement to the Cardholder or Card User for correction or additional documentation.
- d. Fiscal Officer/Vice President for Finance & Business Responsibilities:
 - i. The Fiscal Officer must file an annual report with the College's Board of Trustees concerning all rewards the College derives from College Credit Card accounts.

- ii. The Fiscal Officer will audit use of all College Credit Cards at least quarterly and take appropriate action on any discrepancies found, including reporting of discrepancies to the Cardholder Supervisor.
- iii. The Fiscal Officer will retain general possession and control of all College Credit Card accounts or presentation instruments related to an account, such as credit cards and checks.
- iv. The Fiscal Officer will assign College Credit Cards to authorized Cardholders consistent with this policy.

IV. Card Types, Limits, and Eligibility for Issuance (table follows):

Card / Type	Limits	Eligibility Considerations
Sam’s Club Credit Card	\$ 7,000	<ul style="list-style-type: none"> • These cards can only be obtained with authorization of the College’s Vice President for Finance & Business
Walmart Credit Card	\$ 4,500	<ul style="list-style-type: none"> • These cards can only be obtained with authorization of the College’s Vice President for Finance & Business
Department Card - Issued to departments for purchases of goods/services necessary to conduct college business.	Card Limit – varies based upon needs and availability of credit limit.	<ul style="list-style-type: none"> • Issued in a departments name and administered by a card manager. • Tracking log required
Individual Card – Issued to faculty/staff for the procurement of goods, services, and travel expenditures necessary to conduct College business.	Transaction Limit – Based on the employee signing authority. Card Limit – varies based upon needs and availability of credit limit.	<ul style="list-style-type: none"> • Issued in an employee name and administered by a card manager. • Tracking log required

V. Restrictions on Use

- a. The College Credit Card is not a personal credit card and remains the property of Rhodes State College. The liability for all outstanding charges on the card is with the College. Therefore, the credit card must only be used for purchases required in the normal course of business and comply with all College purchasing policies.
- b. Cardholders and Card Users may not use the College Credit Card for personal purchases with the intent of reimbursing the College at a later date. Personal use of the College Credit Card may result in disciplinary action, including possible termination of employment.
- c. The College Credit Card may not be used in the College Bookstore, Duplication & Mail Center, or any of the College’s Food Service dining outlets.

VI. Misuse

- a. The College will seek restitution from College employees for inappropriate or fraudulent charges on the College Credit Card, and all costs associated with such improper use. In addition, College employees who are found to have inappropriately used the College Credit Card will be required to reimburse the College for all costs associated with such improper use.
- b. Misuse of the College Credit Card, as determined in the sole discretion of the College, will result in revocation of the College employee’s College Credit Card and disciplinary action up to and including termination of employment from the College.
- c. The College reserves the right to close a credit card account if (a) the Cardholder moves to a new position in which the College Credit Card is not

required and/or assumes different duties that do not require use or management of the College Credit Card, (b) the College terminates the Cardholder’s employment, (c) the Cardholder resigns or retires, (d) the College Credit Card is used to purchase any substance, material, or service that violates College policy, and/or federal, state, or local law or regulation, (e) the Cardholder allows the College Credit Card to be used by another individual, (f) the Cardholder (or Card User) splits a purchase to circumvent the spending limits of the College Credit Card, (g) the Cardholder (or Card User) uses another Cardholder’s College Credit Card to circumvent the purchase limit assigned to either Cardholder or the limitations of the College Credit Card, (h) the Cardholder (or Card user) fails to provide receipts and supporting documentation to support monthly reconciliations by the due date, (i) the Cardholder (or Card User) fails to provide, when requested, information about any specific purchase, or (j) the Cardholder (or Card User) does not adhere to all College purchasing policies

VII. Security & Storage

- a. The College Credit Card must be stored in a secure location when not in use.
- b. The College Credit Card account number shall not be disclosed except as permitted for official College business purposes. College employees with access to a College Credit Card or any documentation showing a College Credit Card account number must protect the account number from fraud or any other inappropriate use.

VIII. Obtaining a College Credit Card

- a. To obtain a College Credit Card, a member of the President’s Cabinet must submit a written request to the College’s Vice President for Finance & Business. The Vice President, in consultation with the President, will determine whether to assign a College Credit Card to an authorized Cardholder consistent with this policy.
- b. Cardholders and Card Users must complete required training applicable to the College Credit Card prior to issuance of the card. The training will be provided by the College’s Business Office.
- c. Issuance of a College Credit Card is a privilege and every reasonable effort must be made to ensure that funds are used responsibly and in a manner consistent with the College’s mission, applicable laws and ethical practices

IX. Lost, Misplaced, Stolen, or Fraudulently Used Cards

- a. Cardholders are required to immediately report any lost or stolen College Credit Card or fraudulent activity to the associated banks/merchants/card companies which are listed below.

Credit Card	Phone Number
Bank of America (BOA)	800-732-9194
SAM’s Club	800-203-5764
Walmart	877-294-7880

Cardholders must also email this information to the College’s Vice President for Finance & Business. Local or campus police should be notified as applicable.

- b. The Cardholder is responsible for monitoring College Credit Card usage to prevent fraud. If spending trends vary from the normal pattern or fraudulent use

is detected or suspected by the associated bank/card company, the College Credit Card will be immediately blocked from further use. Cardholders must email this information to the College's Vice President for Finance & Business.

II. Additional Administration & Procedures

- a. Business Office Administrative Responsibilities
 - i. Assists the Cardholder with following administrative tasks related to the College Credit Card:
 - a) Reviews and verifies the vendor receipts to ensure that they match the transactions listed on the individual statement.
 - b) Verifies appropriate expenses allocations so that each purchase transaction has the correct accounting information and a specific business purchase for each item.
 - ii. Attempts to resolve any disputes with a vendor and/or the associated banks/card companies not resolved by Cardholder.
 - iii. Assists Cardholders with erroneous declines and emergency transactions after they have contacted the associated banks/card companies directly.
 - iv. Downloads monthly College Credit Card charges to College.
 - v. Assist with activating and deactivating a College Credit Card.
 - vi. Provides all College Credit Card online program administrative maintenance.
 - vii. Provides training to Cardholders.
 - viii. Audits College Credit Card use and charges with regard to compliance with credit card and College policies.
- b. Due Dates for Card Statements and Supporting Documentation
 - i. By the end of each month, Cardholders must submit that month's College Credit Card statements, along with required Cardholder and Cardholder Supervisor signatures and all original receipts and supporting documents (as described below in Section 11.F.), to the College's Business Office.
 - ii. Notwithstanding the requirement in section 11.B.1., it is strongly recommended and considered best practice that Cardholders review their College Credit Card transactions on weekly basis, providing to the Business Office supporting documentation upon receipt.
 - iii. Cardholders should consider planned absences and travel schedules and plan accordingly to meet the above stated deadlines, including making sure all supporting documentation is submitted timely to Business Office.
Cardholders that do not meet the deadlines may lose their College Credit Card privileges. Cardholders, Cardholder Supervisors, and Vice Presidents will be notified of delinquent statements and receipts.

III. Missing Documentation

- a. Original receipts are required for all College Credit Card transactions. In the event that a receipt is lost, Cardholder and/or Card User should make every attempt to contact the vendor for a duplicate receipt. If a duplicate receipt cannot be obtained, Cardholder should contact the College's Business Office for further procedures.

- b. The College reserves the right to revoke College Credit Card privileges and may require the Cardholder and/or Card User to reimburse the College for the transaction in which a receipt cannot be produced.

IV. Purchase Returns and Credits

- a. Vendors may issue credits to the individual College Credit Card account for any item they have agreed to accept for a return. This credit should appear on a subsequent College Credit Card statement. Under no circumstances should a Cardholder (or Card User) accept cash in lieu of a credit to the College Credit Card account.

V. Erroneous Declines

- a. Should a vendor decline a College Credit Card, the Cardholder and/or Card User must immediately contact the College's Business Office. The Business Officer will assist the Cardholder and/or Card User with contacting the associated bank/card company regarding the decline.

VI. Supporting Documentation

- a. It is the Cardholder's responsibility to gather and retain supporting documentation for card purchases. This documentation will take the form of a supplier produced document that contains detailed information regarding the transaction. This includes cash register receipts, charge slips, invoices, and/or computer screen prints. The documentation should always contain the following information:
 - i. Merchant name and address
 - ii. Unit prices
 - iii. Transaction total amount
 - iv. Transaction date
 - v. Transaction details: item description(s), quantities ordered and received
- b. Transactions that relate to travel, food or entertainment must have supporting documentation that includes:
 - i. The name of participants: for large groups, the name of the group is acceptable
 - ii. Date and location (likely already provided on the receipt)
 - iii. The business purpose of the expense
 - iv. Purchases for gasoline must indicate a rental or college vehicle

VII. Unresolved Disputes and Billing Errors

- a. The Cardholder is responsible for contacting the vendor to resolve any disputed charges or billing errors within 30 days of the College Credit Card statement date. If the matter is not resolved with the vendor, the Cardholder/Departmental Liaison must contact the College's Business Office for further procedures.
- b. If a Cardholder is unable to reach an agreement with the vendor, a formal dispute must be filed with the associated bank/card company within 30 days of the College Credit Card statement date.

VIII. Sales Tax

- a. The College does not pay sales tax or use tax in Ohio and other states that have a sales tax exemption.
- b. Cardholders and Card Users are responsible for ensuring that tax is not charged and for making reasonable attempts to recover any tax charged in excess of \$10. See the College's Business Office for the State of Ohio Sales and Use Tax Blanket Exemption Certificate.

IX. Travel

- a. Use of the College Credit Card while on College business travel must follow the College’s purchasing policy, in addition to the other policies specifically mentioned.

Related Policies and Procedures:

[Credit Card Procedure](#)

References: N/A

History:

	Date:	Reason:
Issued:	11/17/20	Replaces Credit Card Policy (no number) last revised on 2/19/2019
Revised:	MM/DD/YY	

This policy and / or procedure provides operating principles for Human Resources issues at Rhodes State College. It supersedes any prior policy covering specific subject. This policy and / or procedure may be suspended, modified or cancelled as determined by the College. This policy and / or procedure does not create a contract of employment, nor is it a condition of employment between the College and its employees.