



Associated Students Incorporated

CALIFORNIA STATE UNIVERSITY, SAN BERNARDINO

Corporate Credit Card Policy Approved per BD 87-18 | January 15, 2019

- Purpose:** This policy establishes the authorizations, procedures and guidelines under which an ASI corporate credit card will be utilized. Given the nature of travel arrangements, i.e., car rental, meals, hotel reservations, etc., or event planning, there are times when arrangements cannot be made because the organization will not accept ASI purchase orders, or ASI paperwork for disbursements cannot be accomplished in an extremely short time frame.
- Scope:** This policy applies to all ASI personnel (student and non-student), Executive Officers, and members of ASI.

1. COMPLIANCE

- a) The existence of Corporate Credit Cards will not replace the use of purchase orders and preauthorized checks for travel. The Corporate Credit Cards will be used to supplement current procedures as detailed in the ASI Financial Policy and Procedures and Travel Policy, not replace them. The corporate credit card is to be used for **ASI Business only** and not to be used to support bad planning.
- b) The Executive Director will have the authority to suspend the credit card privileges for authorized users in cases where, in the opinion of the Executive Director, the credit card is being used inappropriately. The ASI Vice President of Finance or ASI President, in conjunction with the CSUSB Associate Vice President/Dean of Students, will have the authority to suspend the credit card privileges for the Executive Director in cases where there is perceived abuse. If such action is needed with the Executive Director, the matter will also be referred to the ASI Board of Directors (BoD) for resolution. The decision of the BoD is final.
- c) Members of the Associated Students Inc. who are authorized to use a Corporate Credit Card must adhere to the Conflict of Interest Policy as to avoid any personal benefit from the usage of such privileges.

2. CLASSIFICATION & AUTHORIZATION OF CORPORATE CREDIT CARDS

- a) **Authorized Representative Card (Student Employee):** the Authorized Representative Card shall be used by student employees in accordance with this policy:
 - i. The following student employees are authorized to use the Authorized Representative Card: ASI President, ASI Executive Vice President, ASI Vice President of Finance, ASI Director of External Affairs.
 - ii. The corporate credit card will be held by the ASI Executive Assistant and signed out by either the Executive Assistant or the Executive Director.
- b) **Staff User Card (Non-Student Employee):** the Staff User card can only be used by non-student employees in accordance with this policy:
 - i. The Executive Director and the ASI Vice President of Finance shall determine the allowance of a Staff User Card to a non-student employee if their job requires the use of one.
 - ii. Any authorized non-student employee who is granted access to a Staff User Card will be solely responsible for its safekeeping and held responsible in accordance with this policy.
 - iii. Any non-student employee who possesses a Staff User Card that is set to leave the corporation will be responsible for returning their card to the ASI Executive Assistant before their departure.

3. CORPORATE CREDIT CARD LIMITS

- a) Corporate Credit Card limits are established by the Associated Students Inc. financial institution and should not be used as expenditure guidelines.
- b) The expenditure for each Corporate Credit Card shall be established by the procedures as outlined in the ASI Financial Policy & Procedures.

4. PROCEDURES FOR USAGE

- a) **Student Employee**
 - i. In order for the credit card to be checked out, there must be an approved budget available and with sufficient funds to offset the cost of the charges to be assigned to the credit card. This confirmation shall be noted in section 9.
 - ii. Student employees must submit a proper Travel Authorization form prior to checking out the Authorized Representative Card.
 - iii. If the Executive Assistant believes that all prerequisites for checking out a credit card are met, they will have the authorized user submit the acknowledgment form in section 9 of this policy and proceed with issuing the card.

- iv. The corporate credit card will be turned in to the ASI Executive Assistant or the ASI Executive Director within one business day after the completion of its authorized usage.
- b) **Non-Student Employee:** In order for the credit card to be used, the authorized user must be responsible and ensure that there are sufficient funds to offset the cost of the charges to be assigned to the credit card. A report of that usage shall be reflected on the Credit Card Expense Log.
- c) Any credit card purchases that are to be made for which the Hospitality Account will be utilized must be in compliance with the procedures as stated in the ASI Hospitality Policy before a purchase is made. Failure to do this will result in disciplinary action which may include termination.

5. ALLOWABLE EXPENDITURES

- a) Authorized purchases on the Authorized Representative Card include: meals only for traveling members of California State University, San Bernardino's (CSUSB) ASI, car rental deposit/payment, hotel room deposit/payment, plane ticket, and any other accommodation that has been authorized for expenditure.
- b) Authorized purchases on the Staff User Card include the items in section 5a and for programming, event planning or other operations as deemed necessary by the ASI Executive Director.

6. UN-ALLOWABLE EXPENDITURES

- a) The Authorized Representative Card will not be checked out May 30th through June 30th. The only exception to this applies for travel conducted for the California State Student Association or the Panetta Institute for Public Policy.
- b) No purchases for anyone not a part of the CSUSB ASI will be put on the corporate credit card.
- c) No personal charges or expenses will be authorized.
- d) No expenditures may be made on the corporate credit cards that will utilize any of the Supplies and Services line item accounts as defined in the ASI Budget. Purchase Orders or Contracts must be used for these types of transactions.
- e) No cash advances are authorized on the corporate credit card.
- f) Expenditures will not be used for services that discriminate based on race, color, religion, national origin, ancestry, age, gender, sexual orientation, or marital status.
- g) Expenditures may not be made to purchase alcohol or tobacco products.

7. CREDIT CARD EXPENSE LOG

- a) All purchases using any Corporate Credit Cards will be recorded on the corporate "Credit Card Expense Log" and accompanied by receipts.
- b) The receipts and "Credit Card Expense Log" will be reviewed and approved by the Executive Director at the time of submittal after usage and again when the credit card company submits the invoice.
- c) Charges made on the Corporate Credit Cards by the Executive Director will be reviewed and approved by the ASI Vice President of Finance or in their absence by another ASI executive officer for compliance with this policy.
- d) Any charges deemed to be outside of this policy will be reimbursed to ASI by the individual who used the credit card.
- e) Authorized users, other than the Executive Director (see sub section f), who fail to provide any receipts with the Credit Card Expense Log for each academic year will be met with the following:
 - i. First Time offense: a verbal warning by the Executive Director.
 - ii. Second Time offense: a written warning by the Executive Director
 - iii. Third offense: if receipts are not submitted for three offenses, the ASI Executive Director will evaluate the situation and determine whether the Credit Card privilege will be revoked and if the authorized user should be disciplined.
- f) If the Executive Director violates this policy as it relates to the usage of the Corporate Credit Card, then the matter will be taken to the ASI Board of Directors for evaluation. The BoD will determine whether there was a violation of policy and determine if the Credit Card privilege will be revoked.

9. ACKNOWLEDGEMENT

Both student employees and non-student employees must submit the following acknowledgment form to the ASI Executive Assistant when checking out a Corporate Credit Card:

I _____ acknowledge that I have read and understand this policy in its entirety. I understand that if I violate this policy, my actions may result in the Corporate Credit Card being revoked indefinitely and other disciplinary measures including but not limited to termination. Furthermore, I understand that I may be responsible for reimbursement to the Associated Students Inc. for any unauthorized charges.

Card User Signature

Date

Affirmation of Available Funds: <input type="checkbox"/> Funds are available for use <input type="checkbox"/> Funds are not available Verified By:
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