

AUXILIARY FINANCIAL SERVICES

SEC: FINANCIAL RECORDS
UNIT: Documents of Expenditures
ACCT: 421.0
DATE: March 16, 2000
ADOPTED BY: Philanthropic
Foundation Executive Committee
On September 20, 2011
REVISED: January 25, 2013

TITLE: CREDIT CARD PROCEDURES

I. Program Participation Guidelines

- Credit Card Request

An Approving Official may request a UEC or Philanthropic Foundation issued credit card for a staff member by completing the MasterCard Program Participation Request Form available from the Auxiliary Accounting office. This form is signed by the proposed Cardholder, their Approving Official and the Dean or other designated manager. The completed form is sent to the Auxiliary Accounting office for review and approval.

- Card Issuance

The credit card is issued to UEC or the Philanthropic Foundation in each individual's name; however, Auxiliary Accounting is responsible for all payments. There is no personal liability on the card unless the Cardholder abuses this policy. The Cardholder is responsible for ensuring that all purchases are made within auxiliary accounting guidelines. In addition, all Cardholders must have a designated Approving Official. Approving Officials may not be a subordinate or peer of the Cardholder.

- Credit Limits

The Credit Card is issued with a limit. Cardholders must be aware of their monthly credit limits and not exceed these amounts in order to avoid declined transactions.

II. Purchases

Your UEC or Foundation issued Credit Card may NOT be used for:

- Personal Use
- Cash Advances
- Travel – Auxiliary Accounting travel policies require that every traveler submit a travel expense claim for reimbursement (continue to use a personal credit card for these expenses). Do not use your issued Credit Card for airline tickets, hotel bills,

car rentals, or travel-related meals and telephone usage. If funds are needed prior to traveling, you may submit a "Travel Advance/Authorization Form" to the Auxiliary Accounting Office at least one week prior to your travel date.

- Gifts – including gift certificates
- Capital Equipment (anything with a cost of \$5,000 +) or Fabrications (\$5,000 + in parts and materials used to fabricate equipment)
- Hazardous Materials or Chemicals
- Firearms & ammunition
- Narcotics and other controlled substances
- Split transactions - splitting purchases into multiple card transactions to circumvent the maximum dollar limit

NOTE: Non-adherence to the above may result in suspension or revocation of individual cardholder privileges. Cardholder may be held personally liable for fraudulent use of this credit card.

Your issued Credit Card MAY be used for allowable charges such as:

- Office and lab supplies
- Dues and subscriptions
- Books and other instructional material
- Computer/Software supplies (under \$500)
- Postage
- Printing
- Catering
- Business meals – local, authorized business-related meals only
- Travel-related conference registration fees only

III.Submitting Receipts for Purchases

Within one week of completing a credit card purchase, the Cardholder must submit a "Bank Credit Card Payment Authorization" (form located on the Auxiliary Financial Services web site: <http://afs.csusb.edu> and attach original charge slip and receipts.

Monthly submission of credit card purchase information and receipts is not acceptable. The above form and related receipts must be submitted after each transaction. Late submission of charge receipts may delay payment of your credit card invoice and result in late fees, interest on purchases, or cancellation of your credit card.

IV.Responsibilities

Cardholder

It is the responsibility of each cardholder to make appropriate purchases in accordance with these Credit Card Procedures, as well as in accordance with your own department's budget and guidelines. The cardholder has the responsibility to:

- Ensure proper security of the card. Do not allow others to use your card.
- Make credit card purchases in accordance with these procedures. Do not purchase prohibited items or attempt to split transactions to avoid card limits.
- Direct any questions regarding use of the Credit Card, clarification of questionable purchases, etc., to the Auxiliary Accounting Office.
- Provide accurate “Bank Credit Card Payment Authorization” forms, along with appropriate receipts, account numbers, description of purchase, and obtain appropriate Authorized Signatures, immediately following a credit card purchase.
- Resolve any questionable items or disputes that appear on the bank statement.
- Contact the credit card company immediately if the card is lost or stolen. Also contact the Auxiliary Accounting Office.
- Return the credit card and a final “Bank Credit Card Payment Authorization” form in the event of separation of employment.

Approving Official

Approving Officials may request the issuance of credit cards for individual cardholders, as necessary. The Approving Official has the responsibility to:

- Review all charges and ensure all purchases are appropriate.
- Ensure observance of good business practice to avoid card abuse.
- Ensure no prohibited items have been purchased and that splitting of transactions did not occur.
- Ensure all proper documentation is attached to the “Bank Credit Card Payment Authorization” form.
- Notify the Auxiliary Accounting Office when a cardholder leaves the program/office or separates from the University.
- Provide counsel and discipline for non-compliance with these procedures, including suspension and/or revocation of the card.

Auxiliary Accounting

The Auxiliary Accounting office will:

- Perform a review of the approved “Bank Credit Card Payment Authorization” forms for completion and required receipts.

- Pay monthly credit card statements in a timely manner (assuming all receipts have been received for all charges made during that period).
- Work with cardholders to resolve any disputed charges.
- Work with departments and programs to clear outstanding and delinquent invoices.
- Ensure cardholders separating from the UEC, the Foundation or University have returned the credit cards and have submitted their final documentation.

V. Revocation of Credit Card

The Credit Card Procedures must be followed by all Cardholders. Violations may result in a written notice to the Approving Official and the department head, suspension, or revocation of Cardholder privileges.

Examples of policy violations may include, but are not limited to, the following:

- Failure to obtain a receipt.
- Failure to properly complete the “Bank Credit Card Payment Authorization”
- Failure to submit “Bank Credit Card Payment Authorization” forms immediately following each transaction.

Your card account may be suspended or canceled immediately in the following situations:

- Using the card for personal purchases.
- Splitting a transaction to avoid the limit.
- Purchasing an item that is on the “Prohibited Purchases” list.
- Allowing someone else to use your card.
- Not reporting a lost or stolen card.