

ASSOCIATED STUDENTS, INC.
California State University, San Bernardino

Corporate Credit Card Policy

Approved by the ASI Board of Directors
Per BD 99-00, November 7, 2000

Purpose: The purpose of this policy is to establish the rules under which an ASI corporate credit card will be utilized.

Scope: This policy applies to all ASI personnel, positions, office holders, and members of ASI.

1. **Background:** In the past, the ASI Board of Directors (BoD) has rejected the proposal of procuring a corporate credit card because of the potential for abuse; however, given the nature of travel arrangements, i.e., car rental, meals, hotel reservations, etc., 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.
2. **Credit card credit limit:** The corporate credit card will have an established limit not to exceed \$2,500.00.
3. **Procedures and criteria for using the corporate credit card:**
 - a. The ASI corporate credit card will be used for **ASI business only**.
 - b. The following people are authorized to use the corporate credit card: ASI President; ASI Executive Vice President; ASI Vice President, Finance; ASI Vice President, University Affairs; ASI Director of External Affairs; ASI Assistant Director; and the ASI Executive Director.
 - c. It is the policy of ASI that the existence of a corporate credit card will not replace the use of purchase orders, advance travel payments, and preauthorized checks for travel. The corporate credit card will be used to supplement current procedures as detailed in the ASI Financial Policy and Procedures and Travel Policy, not replace them. In short, the corporate credit card is **not** to be used to support bad planning.
 - d. The corporate credit card will be held by the Administrative Support Coordinator and signed out by the Administrative Support Coordinator or the Executive Director to one of the individuals mentioned in paragraph 3b.
 - e. **All purchases** using the corporate credit card will be recorded on the corporate "Credit Card Expense Log" and accompanied by a receipt. Failure to provide a receipt will cause the charge to be disallowed and the person who checked out the card to be charged.
 - f. Authorized purchases include meals only for traveling members of California State University, San Bernardino's (CSUSB) ASI, car rental deposit/payment, hotel room deposit/payment, plane tickets, etc. No purchases for anyone not a part of the CSUSB ASI will be put on the corporate credit card. **No** personal charges or expenses will be authorized to be charged on the credit card and no purchase of supplies such as pens, pencils, paper, etc. or food outside of authorized meals, entertainment or **alcohol** is authorized. **No cash advances are authorized on the corporate credit card.**
 - g. 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.
 - h. The corporate credit card will **not** be used between the dates of June 1 - June 30 inclusive. If travel is to be accomplished that begins in the end of May and goes through June 1, then the credit card will **not** be used.
 - i. The corporate credit card will be turned in to the Administrative Support Coordinator or the Executive Director **within one business day after return.**
 - j. The receipts and "Credit Card Expense Log" will be reviewed and approved by the Executive Director at the time of submittal after travel and again when the credit card company submits the invoice. Charges made on the corporate credit card by the Executive Director will be reviewed and approved by the ASI VP, Finance, or in the absence of the ASI VP, Finance, by another ASI executive officer for compliance with this policy. Any charges deemed to be outside of this policy will be paid by the individual who signed out the credit card.
 - k. The Executive Director will have the authority to suspend the credit card privileges for authorized users in cases where there is abuse of the corporate credit card. The ASI Vice President, Finance will have the authority to suspend the credit card privileges for the Executive Director for the same reason. The matter will then be referred to the Board of Directors for resolution. The decision of the Board of Directors is final.
 - l. Any abuse of the credit card will cause the individual concerned to have their transcripts/registration withheld until the matter is resolved.

I acknowledge that I have read and understand this policy.

Card User's Signature

Date

Revision 1: Per BD 39-11, May 31, 2011, changes the ASI Assistant Director title to ASI Assistant Director.