

Credit Card Policies and Procedures

Purpose

The purpose of this policy is to communicate eligibility, usage and payment of expenditure requirements for the corporate credit card.

Policies

1. Five Colleges, Inc. will issue a corporate credit card to eligible employees for job-related expenses. Being a Five Colleges cardholder is a special privilege.
2. Employees shall use their corporate credit cards to charge business-related expenses. Expenses must be for approved budget items only. Any items not budgeted must be authorized by the Treasurer.
3. Personal purchases of any type are strictly prohibited.
4. Per Five College's policy, no alcoholic beverages may be purchased with the corporate credit card unless approved by the Treasurer or Executive Director for special events.
5. Employees may NOT take cash advances on credit cards.
6. The employee is responsible for all charges made to the card. The employee will be held liable for any unauthorized items appearing on the credit card statement.
7. Cardholders are required to sign the "cardholder agreement" indicating they accept these terms. Individuals who do not adhere to these policies and procedures risk revocation of their credit card privileges and/or disciplinary action.

Procedures

1. The Treasurer is responsible for authorizing the use of corporate credit cards and assigning the credit limit, if applicable.
2. Upon receiving a corporate credit card, the employee should call (from a Five College center telephone) the 800 number on the front of the card to activate it and sign the back of the card.
3. Before any purchase is made, the employee should verify that the funds are available in his or her budget to cover the expense.
4. The employee must obtain a receipt for the purchase and include a brief description of the business purpose or the budget account code on the receipt. In the case of meals, each receipt should include the names of all persons involved in the purchase, in accordance with Internal Revenue Service regulations.
5. The receipt is to be submitted to the Bookkeeper within 24 hours of card use or immediately upon return from road trip. Other arrangements made be made, upon Bookkeeper approval, to submit receipts monthly.
6. Upon receipt of the credit card statement, the Bookkeeper will match the receipts to the individual items and assign the appropriate accounting code. The statement along with a summary will be submitted to the Business Manager for approval. Any items that do not have a receipt will be the personal responsibility of the cardholder (unless the expense in an authorized monthly deduction).
7. The employee must notify the Treasurer immediately in the event a card is lost or stolen.
8. The corporate credit card is the property of Five Colleges, Inc. An employee leaving the employment of Five Colleges must surrender the credit card to the Treasurer who will then notify the issuing authority to cancel the employee's account.

CARDHOLDER AGREEMENT

I, _____, hereby acknowledge receipt of the American Express Credit Card / XXXX -XXXX - XXXX - _____.

(credit card number – last 4 digits only)

I understand that improper use of this card may result in disciplinary action as well as personal liability for any improper purchases. As a cardholder, I agree to comply with the terms and conditions of this agreement and the Credit Card Policies and Procedures for Five Colleges, Inc. I acknowledge receipt of the Credit Card Policies and Procedures and confirm that I understand the terms and conditions.

As a holder of this credit card, I agree to accept the responsibility and accountability for the protection and proper use of the card. **I will return the card to the Treasurer Officer upon demand during the period of my employment.** I understand that the card is not to be used for personal purchases and that I must provide a receipt for every purchase except for authorized monthly charges. If the card is used for personal purchases or for purchases for any other entity or if I fail to provide a receipt substantiating a legitimate business expense by the end of the current month, Five Colleges, Inc. will be entitled to reimbursement from me of such purchases (through deduction of my paycheck). Five Colleges, Inc. shall be entitled to pursue legal action, if required, to recover the cost of such purchases, together with costs of collection and reasonable attorney fees.

Signature _____
(Cardholder)

Date _____

Signature _____
(Treasurer)

Date _____

Accounting Department use only:

Date _____

Amount approved \$ (leave blank)