

3357:13-17-33 Credit Card Policy

- (A) The North Central State College Credit Card Program is designed to empower College employees to acquire goods and certain services, as they are needed, for operations without undue delay. It is designed primarily for the purchase of tangible materials, equipment, supplies, and approved services that cost less than \$3,000.00. Use of card is meant to simplify and streamline the acquisition process and lower overall transaction costs. In cases where the cardholder is reasonably sure that a competitive price is being obtained, neither phone nor written bids are required. Cardholders are expected to use good and reasonable judgment in these situations. Limitations are established for spending amounts per transaction, monthly spending limits, and number of transactions that can be made per day. Several controls concerning particular vendor usage are also placed upon the card.
- (B) The Credit Card Program does not affect State Purchasing regulations or the College's internal regulations for purchasing. All purchases made with federal monies must meet requirements set forth by the federal grantor.
- (C) The Vice President for Business Services/Treasurer (Program Administrator) is responsible for the overall management of the College's Credit Card Program. Level of participation in the program and the number of cards issued will be determined by the Program Administrator.

Effective: February 2, 2019

Next Review: February 1, 2024

Review Dates: 4/7/05, 10/24/05, 2/26/19