

## 3357:13-17-331 Credit Card Guidelines

### (A) Card Issuance and Cancellation

- (1) The Program Administrator is responsible for all card issuances and cancellations. The College's name shall appear on each credit card.
- (2) Approved cardholders will be the persons holding the following positions:
  - (a) Vice President of Business Services
  - (b) Accounts Payable
  - (c) Director of Child Development Center
  - (d) Cook at the Child Development Center
  - (e) Facilities Manager
  - (f) Kehoe Center Building Coordinator
  - (g) Executive Assistant to the President
  - (h) Senior Administrative Assistant – Health Sciences
  - (i) Senior Administrative Assistant – Liberal Arts
  - (j) Senior Administrative Assistant – Business, Industry and Technology
- (3) Additional payment cards may be issued with justification and approval by the Program Administrator.
- (4) Cards are to be returned immediately to the Program Administrator upon a change in the cardholder's job status, the cardholder no longer requires a card, or upon the cardholder's separation from College employment for any reason.
- (5) Cards are also to be returned to the Program Administrator upon request.
- (6) If a card becomes lost/stolen, or fraudulent activity is detected, cardholders must immediately report this information to the Program Administrator. Local or campus police should be notified as applicable.
- (7) Cards may be canceled and disciplinary action may be taken for misuse, as determined in the sole discretion of the College. Being a cardholder is not a right, but a privilege. College will seek restitution from College employees for inappropriate or fraudulent charges on the credit card, and all costs associated with such misuse. In addition, College employees who are found to have inappropriately used the credit card will be required to reimburse the College for all costs associated with such misuse.

(8) In addition, the College reserves the right to close a credit card account if:

- (a) The cardholder moves to a new position in which the credit card is not required and/or assumes different duties that do not require use or management of the credit card,
- (b) The College terminates the cardholder's employment,
- (c) The cardholder resigns or retires,
- (d) The credit card is used to purchase any substance, material, or service that violates College policy, and/or federal, state, or local law or regulation,
- (e) The cardholder allows the credit card to be used by another individual,
- (f) The cardholder splits a purchase to circumvent the spending limits of the credit card,
- (g) The cardholder uses another cardholder's credit card to circumvent the purchase limit assigned to either cardholder or the limitations of the credit card,
- (h) The cardholder fails to provide receipts and supporting documentation to support monthly reconciliations by the due date,
- (i) The cardholder fails to provide, when requested, information about any specific purchase,
- (j) The cardholder does not adhere to all College purchasing policies.

#### (B) Credit Card Profile

- (1) Individual cardholder controls constitute a cardholder's credit card profile.
- (2) The Program Administrator is responsible for establishing and changing cardholder profiles. Issuance of a card or changes to a cardholder setup must have the written approval of the Program Administrator.
- (3) The Program Administrator maintains a file of all cardholder agreements, cardholder applications, and cardholder information and approval sheets.
- (4) Any change to a cardholder's profile (limits, payer, reconciler, account number, etc.) must be filed with the Program Administrator.

#### (C) Credit Card Use

- (1) A College credit card is intended to streamline and simplify purchasing and accounts payable functions. College credit cards are tools that reduce transaction costs, facilitate timely acquisition of materials and supplies, automate data flow for accounting purposes and offer flexible controls to help ensure proper usage. College credit cards may be used with any College approved merchant who accepts major credit cards, either in-store, by

telephone, mail, fax or on-line, subject to the College's purchasing policy. The College also utilizes store issued credit cards. The use of debit card accounts by the College is prohibited, except for debit card accounts related to the receipt of grant moneys. Cash advances are not permitted.

(2) Additional Cardholder Responsibilities

- (a) It is the Cardholder's responsibility to ensure that the credit card is used within the stated guidelines of this and other College policies relating to the expenditure of College funds.
- (b) Cardholder is the only person authorized to approve charges made against his/ her card.
- (c) Cardholder shall use the credit card for approved, official college business purchases only.
- (d) Cardholder shall not use the credit card to charge personal purchases. Use of the credit card for personal purchases will be subject to disciplinary actions.
- (e) Cardholder must obtain receipts for all credit card purchases and maintain proper supporting documentation. Every receipt requires documentation explaining how the purchase relates to College business.
- (f) Cardholder must return the credit card immediately upon request of the College or upon termination of employment (including retirement).
- (g) Cardholder must notify the Program Administrator if the cardholder changes departments.
- (h) Cardholder must follow College policies and procedures regarding use of the credit card, including timely submission of statements and receipts.
- (i) Failure to follow this and other applicable College policies will result in suspension or revocation of the use of the credit card, additional taxable income to the cardholder being reported on Form W-2, and/ or other disciplinary actions.

(D) Credit Card Transaction Limits. The transaction limits and spending limits that apply to all credit cards, unless otherwise noted are:

- (1) \$3,000.00 single item purchase limit
- (2) \$20,000.00 monthly spending limit
- (3) 15 transactions per day
- (4) 100 transactions per month

(E) Credit Card Security

- (1) Use of the credit card is limited to the employee whose name appears on the face of the card. The credit card cannot be loaned to another person in the College under any circumstances.
- (2) Each cardholder is responsible for the security of his/her card. All precautions must be used to maintain confidentiality of all information relating to the card such as the cardholder account number and expiration date. The account number should never be left in a conspicuous place. Each cardholder must examine all receipts and packing slips to make sure that their account number does not become attainable.
- (3) The credit card must always be treated with the same level of care as the cardholder's own personal credit cards. The cardholder must not leave the credit card unguarded or unprotected at any time.
- (4) The cardholder must ensure that the credit card is maintained in an accessible, but secure location. Since the cardholder will be the only one using the credit card, the cardholder must ensure that the credit card is accessible only by the cardholder. No supervisor should ever know, use, or keep a written record of a cardholder's account number.

(F) Submitting Itemized Receipts and Invoices

- (1) By the end of each month, cardholders must submit that month's credit card statements to the Program Administrator, along with all original receipts and supporting documents (as described below).

**Supporting Documentation**

- (a) It is the cardholder's responsibility to gather and retain supporting documentation for card purchases. This documentation will take the form of a supplier produced document that contains detailed information regarding the transaction. This includes cash register receipts, charge slips, invoices, and/or computer screen prints. The documentation should always contain the following information:
  - (i) Merchant name and address
  - (ii) Unit prices
  - (iii) Transaction total amount
  - (iv) Transaction date
  - (v) Transaction details: item description(s), quantities ordered and received
- (b) Transactions that relate to travel, food or entertainment must have supporting documentation that includes:
  - (i) The name of participants: for large groups, the name of the group is acceptable

- (ii) Date and location (likely already provided on the receipt)
  - (iii) The business purpose of the expense
  - (iv) Purchases for gasoline must indicate a rental or college vehicle
- (2) Notwithstanding the requirement in section (F)(1), it is strongly recommended and considered best practice that cardholders review their credit card transactions on weekly basis, providing to the Program Administrator supporting documentation upon receipt.
- (3) Cardholders should consider planned absences and travel schedules and plan accordingly to meet the above stated deadlines, including making sure all supporting documentation is submitted timely to the Program Administrator. **Cardholders that do not meet the deadlines may lose their credit card privileges.** Cardholders will be notified of delinquent statements and receipts.
- (4) Missing Documentation. Original receipts are required for all credit card transactions. In the event that a receipt is lost, cardholder should make every attempt to contact the vendor for a duplicate receipt. If a duplicate receipt cannot be obtained, cardholder should contact the Program Administrator for further procedures. The College reserves the right to revoke credit card privileges and may require the cardholder to reimburse the College for the transaction in which a receipt cannot be produced.

(G) Additional Program Administrator Responsibilities

- (1) The Program Administrator must file an annual report with the College's Board of Trustees concerning all rewards the College derives from credit card accounts.
- (2) The Program Administrator will audit use of all credit cards at least quarterly and take appropriate action on any discrepancies found, including reporting of discrepancies to the cardholder.
- (3) The Program Administrator will retain general possession and control of all credit card accounts or presentation instruments related to an account, such as credit cards and checks.
- (4) The Program Administrator will assign credit cards to authorized cardholders consistent with this policy.

(H) Internet Purchases and using the Credit Card

- (1) The College's policy is that the credit card can be used on the Internet for the purchasing of goods. However, in order to use the card on the Internet, the cardholder must make sure that the Website where the credit card is being placed is secure and that all credit card numbers shall be encrypted while being passed electronically between sellers and buyers.
- (2) A cardholder can determine if the Website is secure in two ways: The first technique is looking at the Website address where they are placing their credit card number. An Internet

Website is secure when the address changed from <http://www> to <https://www>

- (3) For example, the official Website address to Amazon.com is <http://www.amazon.com>. However, when the cardholder enters their payment card number when paying for a product, the Website address changes to <https://www.amazon.com>. The “s” stands for secure.
- (4) The second technique to determine if the Website is secure is by examining the bottom corner of your browser and locating a symbol that resembles a “lock” symbol signifies that the Website is secure and that all credit card numbers used on the site will be encrypted when passed electronically.
- (5) If the cardholder uses the credit card for a purchase on the Internet, the cardholder will assume all responsibility with whom they are purchasing and using the card with. Cardholders should be aware that vendors that do accept credit cards for transactions on the Internet are not necessarily legitimate vendors or businesses.

#### (I) Purchase Returns and Credits

Vendors may issue credits to the credit card account for any item they have agreed to accept for a return. This credit should appear on a subsequent credit card statement. Under no circumstances should a cardholder accept cash in lieu of a credit to the credit card account.

#### (J) Erroneous Declines

Should a vendor decline a credit card, the cardholder must immediately contact the Program Administrator. The Program Administrator will assist the cardholder with contacting the associated bank/card company regarding the decline.

#### (K) Unresolved Disputes and Billing Errors

- (1) The cardholder is responsible for contacting the vendor to resolve any disputed charges or billing errors within 30 days of the credit card statement date. If the matter is not resolved with the vendor, the Cardholder must contact the Program Administrator for further procedures.
- (2) If a cardholder is unable to reach an agreement with the vendor, a formal dispute must be filed with the associated bank/card company within 30 days of the credit card statement date.

#### (L) Sales Tax

- (1) The College does not pay sales tax or use tax in Ohio and other states that have a sales tax exemption.
- (2) Cardholders are responsible for ensuring that tax is not charged and for making reasonable attempts to recover any tax charged in excess of \$10. See the Program Administrator for the State of Ohio Sales and Use Tax Blanket Exemption Certificate.

(M) Travel

Use of the credit card while on College business travel must follow the College's purchasing policy, in addition to the other policies specifically mentioned.

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Expires: February 1, 2024

Review Dates: 10/24/05, 10/1/2010, 2/26/19