

Procedure No. 500.2

Area: Business Services

Adopted: December 4, 2001

Revisions Adopted: June 9, 2016

*Original signature is on file in
Administration & Finance*

Certified by _____
Dr. Cynthia Jackson- Hammond
University President

SUBJECT: University Credit Card

1. AUTHORIZATION

- a. The University credit card account was established by the Office of the Vice President for Administration and Finance and Chief Financial Officer.
- b. All transactions via the University credit card shall be in accordance and compliance with all applicable University purchasing and procurement guidelines, policies, and procedures.
- c. All transactions shall be under the direct authority of the Vice President for Administration and Finance.
- d. All transactions shall require prior approval of the Vice President.

2. APPROVAL PROCESSING

- a. Use of the University credit card shall be limited to those transactions that require emergency or urgent processing that cannot wait for normal requisition processing.
- b. The end-user (requestor) shall submit the electronic purchase requisition per the standard purchasing requisition process.
- c. The end-user (requestor) shall complete a Use of Credit Card Authorization Form, explaining the need to use the University credit card and submit it to the Vice President for Administration and Finance for approval. Upon approval, the form is submitted to the Purchasing Office for processing
- d. Upon declination, the form shall be returned to the end-user and the order will be processed as a standard transaction.

3. TRANSACTION PROCESSING

- a. Upon receipt of approval from the Vice President, the Purchasing Office will

process the credit card purchase as a non-standard transaction.

b. The Buyer shall execute the non-standard transaction with the supplier, confirming price, amounts charged, delivery, quantities, etc.

c. The end-user shall ensure the electronic requisition is properly priced and budgeted and the vendor is selected as the University bank at the time of processing.

d. Supplier shall fulfill order and the Logistics Service Center shall execute the receiving process.

e. Accounts Payable shall render payment.

4. RECONCILIATION AND BILL PAYMENT

a. The Buyer shall, on a monthly basis, prepare a tracking report that identifies each transaction, date of transaction, purchase order number and amount paid via the credit card and forward to the Accounts Payable Office for payment to the bank.

b. The intent of the reconciliation process is to insure that the University credit card is monitored and controlled by application of quality best practices to maintain zero balance, good standing, and optimum available limits for use on the credit card account.

c. Accounts Payable shall exert every effort to expedite payments to the credit card supplier and to maintain zero balance, thus avoiding additional charges and fees for late payments and interest on the credit card account.

d. Accounts Payable shall be responsible for processing and rendering all payments required to retire charges incurred for any applicable and incurred late payments, interest, and membership fees.

e. The Accounts Payable Office shall track all payments against monthly statements and monthly transactions to insure accurate posting of payments and maintenance of zero balance on the credit card account.

5. OTHER

a. The intent of the University credit card is to provide an expeditious procurement tool to execute non-standard transactions on behalf of the University.

b. The Director of Auxiliary Services shall have delegated control and responsibility for the University credit card process.

6. FORMS

a. Electronic Purchase Requisition – used to initiate a procurement transaction.

b. Use of Credit Card Authorization – used to request permission to process non-standard transaction via University credit card.

c. Purchase Order – used to execute procurement of goods and/or services with suppliers.

d. Credit Card Statement/Invoice – monthly statement from credit card supplier.

7. PROCESS PARTICIPANTS

a. End-user/Requestor

b. Buyer – Procurement and Supplier Management

c. Director of Auxiliary Services

d. Executive Vice President and/or CFO

e. Accounts Payable

f. Suppliers

g. Credit Card Supplier (Bank)