

USE OF COLLEGE CREDIT CARD

PURPOSE

To ensure the College and its employees follow the designed process for the purchase of supplies, equipment, travel, services, memberships, etc. necessary for its operations using the College's credit card(s).

POLICY STATEMENT

This policy outlines the guidelines and restrictions for making purchases with a credit card issued by Edison State Community College. It is essential for all employees to exercise responsible and ethical use of a credit card when making purchases.

All purchases made with a credit card of the College are subject to the Purchasing Policy and related rules/guidelines.

The President shall establish procedures to implement this policy.

Cardholder Responsibility:

- 1.1. Only authorized employees are eligible to use the College's credit card for purchases with prior approval and a purchase order.
- 1.2. Cardholders must ensure that purchases made with a credit card are appropriate, necessary, and in compliance with this policy and the College's Purchasing Policy. A purchase order must be obtained from the Business Office before any credit card transaction, unless it is an emergency purchase as defined in the Purchasing Policy.
- 1.3. A College credit card is to be used solely by the Cardholder who is an authorized user and employee of the College. The Cardholder is not permitted to make the card available to others. Under no circumstances shall a card be made available so a purchase can be made by someone other than the approved Cardholder.

Permissible Personal Purchases:

- 2.1. Personal purchases should be limited to incidental expenses that cannot be conveniently covered by personal funds or reimbursement and should be in accordance with the College's Purchasing Policy.
- 2.2. Permissible personal purchases may include emergency or urgent situations, travel-related expenses (e.g., meals, accommodation), or other pre-approved items, subject to management or the Business Office's discretion and approval.

Prohibited Personal Purchases:

- 3.1. Personal purchases involving illegal activities, gambling, or any unauthorized transactions are strictly prohibited and will result in disciplinary action.

3.2. A College credit card must not be used for personal expenses such as rent, mortgage payments, gas, groceries, or personal investments.

3.3. Cash advances or using a credit card for personal cash withdrawals are not permitted unless explicitly authorized.

3.4. Cardholders are responsible for promptly reimbursing the College for any prohibited personal purchase(s) charged to the credit card within 14 days of the unauthorized purchase. Adequate supporting documentation, such as receipts, must be submitted to the Business Office within 14 days of the unauthorized personal purchase.

3.5 Misuse of a College credit card will be reported to Human Resources for possible disciplinary action.

Compliance and Consequences:

4.1. Non-compliance with this policy may result in disciplinary actions, including but not limited to warnings, suspension, or termination as deemed appropriate.

4.2. Any suspected fraudulent activity or misuse of the credit card should be reported immediately to the Chief Financial Officer or Controller.

Policy Review:

This policy will be reviewed on a regular basis to ensure its effectiveness and compliance with applicable laws and regulations. Amendments may be made as needed, and all affected parties will be notified accordingly.

Conclusion:

By adhering to this policy and the related procedures, employees acknowledge their understanding and commitment to responsible use of a College credit card.