

**Date Updated and Published:** April 2014**Revision History:****Review:** Annually**Last Date Reviewed:** November 2019**DEFINITIONS**

“University Credit Card” means a credit card that can be used at multiple establishments, such as VISA, American Express, or MasterCard.

“Credit Limit” means the total amount that may be charged to the credit card before transactions are refused by the credit card company.

“Transaction-Level Limit” means the total value of any individual transaction that may be charged to the card or the type of transaction that may be charged to the card. For example, some gas companies will allow for “gas only” cards, which deny credit for other miscellaneous purchases at the gas station.

**POLICY**

The purpose of this Policy is to ensure that University credit cards are used for appropriate purposes and that adequate controls are established for day-to-day use. Use of University-issued credit cards is a privilege, which the University may withdraw in the event of serious or repeated abuse. Any credit card the University issues to an employee must be used for business purposes only, in conjunction with the employee's job duties. Employees with such credit cards shall not use them for any non-business, non-essential purpose, i.e., for any personal purchase or any other transaction that is not authorized or needed to carry out their duties.

**SCOPE**

The credit card policy applies to all employees who maintain a credit card for University use, and their managers/supervisors.

**ISSUANCE**

Upon approval of the respective Vice President of each College, the Vice President of Finance/CFO, and the University President, employees shall be

issued a University credit card where the nature of their job requires such use. University credit cards may only be used for business expenses, and may not be used for expenses of a personal nature, or any expense deemed excessive or unnecessary.

## **RESPONSIBILITY**

Individuals issued University credit cards are responsible for:

- Using the cards only for their intended purpose;
- Requesting a purchase order in order to gain prior approval for any and all purchases;
- Retaining itemized receipts and providing explanations for all University credit card transactions; and
- Obtaining authorization for credit card purchases.

Managers/Supervisors are responsible for:

- Limiting the use of University credit cards to those employees who require a credit card to carry out University business;
- Reviewing and authorizing credit card purchases by their employees on a timely basis to avoid irresponsible spending and unapproved purchases; and
- Identifying and requesting any credit or transaction-level limits required for individual credit cards.

The Business Office is responsible for:

- Ensuring that all credit card transactions are properly authorized;
- Reviewing charges for credit card purchases on a timely basis to avoid irresponsible spending and unapproved purchases; and
- Arranging credit or transaction-level limits for individual credit cards.

## Procedures

### Use of Credit Cards

- Credit cards are to be used for University purchases only.
- Employees must retain all "itemized" receipts and complete a credit card expenditure report notating the purpose along with the specific department

and the general ledger code on the report.

- The authorizing supervisor or manager will confirm that the charges are justified and appropriate before authorizing the credit card expenditure report and forwarding to the Business Office.
- Use of University credit cards for expenses of a personal nature of any kind will result in disciplinary action up to and including dismissal. Any and all personal purchases will result in the expenses being deducted from the employee's next payroll check.

If any employee uses a University credit card for personal purchases in violation of this policy, the cost of such purchase(s) will be considered an advance of future wages payable to that employee, and will be recovered in full from the employee's next paycheck. Any balance remaining will be deducted in full from subsequent paychecks until the wage advance is fully repaid. If an employee uses a University credit card for any other type of unauthorized transaction in violation of this policy, i.e., incurs financial liability on the University's part that is not within the scope of the employee's duties or the employee's authorization to make business-related purchases, the cost of such purchase(s) or transaction will be the financial responsibility of that employee, and the employee will be expected to reimburse the University via deductions from pay until the unauthorized amount is fully repaid. Such deductions will be in the amount of the unauthorized purchase(s). In addition to financial responsibility and liability for wage deductions, any purchases an employee makes with a University credit card in violation of this policy will result in disciplinary action, up to and including termination of employment, depending upon the severity and repeat nature of the offense.

**RESPONSIBLE PARTIES**

Cabinet-level officers, Department Supervisors, Business Office personnel, any/all employee(s) possessing a University credit card

**PUBLICATION**

This policy is published on the University's website.

**Agreement for Wage Deductions Associated  
with Improper Use of University-Issued Credit Cards**

I, (employee's name) \_\_\_\_\_, hereby certify that I understand and agree to abide by the University's policy regarding use of university-issued credit cards, a copy of which I have received, and which has been explained to me. I agree that if I make any personal purchases (i.e., transactions for the benefit of anyone or anything other than Bethel University) in violation of that policy, the amount of such purchases is an advance of future wages payable to me, that the University may deduct that amount from my next paycheck, and that if there is a balance remaining after such deduction, the University may deduct the balance of the wage advance from my future paychecks until the amount is repaid in full. I further agree that if I make any non-personal transactions in violation of the policy in question, i.e., incur financial liability on the University's part that is not within the scope of my duties or my authorization to make business-related purchases, I am financially responsible for any such expenses and agree to reimburse the University via wage deductions for such amounts until the unauthorized amounts are fully repaid. Such deductions will be in the amount of the unauthorized purchase(s), but if such amount would take my pay below minimum wage for the workweek in question, the deductions will be in two or more equal increments that will not take my pay below minimum wage for any workweek involved.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_