

## TUSKEGEE UNIVERSITY CREDIT CARD POLICY

**Purpose:** To define the responsibility for, and use of, University Corporate Credit Cards. Tuskegee University staff members who are responsible for purchasing goods/services or those who travel regularly may be issued with a Corporate Credit Card with the approval of the President and CFO.

**Overview:** Holding a University Corporate Credit Card involves responsibility for appropriate business use. Misuse of credit cards will result in revocation and may result in the University taking disciplinary action against the cardholder.

All cards are issued subsequent to the submission of the University Business Card application and the card usage may be audited and/or rescinded at any time. The cardholder, in whose name the card is issued, is responsible for all charges placed on this card. The use of credit cards is not intended to avoid or bypass appropriate procurement procedures, but is to be used in accordance with the guidelines established within Tuskegee University to complement existing procurement and payment procedures. When purchasing using a credit card, the cardholder must adhere to the principles of the Purchasing.

**Scope:** This policy applies to any staff involved in the ownership, operation, supervision, management or administration of University Corporate Credit Cards.

### **Policy: ELIGIBILITY**

To be eligible for a University Corporate Credit Card, a staff member must:

- hold the delegation of authority to commit or incur expenditure
- be a permanent member of Tuskegee University staff
- purchase significant volumes of minor goods and services for use by the University
- OR incur regular frequent expenses of a kind appropriately paid by credit card
- OR travel frequently in the course of their duties
- be willing to accept the conditions of use stipulated by the University.

### **CORRECT USE:**

A University Corporate Credit Card must only be used for business purposes. **UNDER NO CIRCUMSTANCES MAY PERSONAL ITEMS BE CHARGED ON THE UNIVERSITY CORPORATE CREDIT CARD.**

**CORRECT USAGE IS DETAILED BELOW:**

<b>Acceptable Use</b>	<b>Non acceptable Use</b>
Payment for goods/services in full or part-supply under \$3,000.	No on-line purchases
Deposits e.g. conferences accommodation	<b>Private or personal expenditure.</b> Cardholders are considered to have misused their card if it is used for private business, even when the cardholder is prepared to reimburse the University for the expenses incurred.
Conference registration fees.	Withdrawal of cash/cash advances.
General operating supplies.	Stationery and general supplies available from the Tuskegee University approved contract suppliers.
Minor items of equipment.	No computer hardware, e.g. Desktop Computers, Laptops, etc. costing over \$300
Travel related expenses. In accordance with the Travel Policy, all travel related expenses such as accommodation, meals and incidentals may be paid by the Tuskegee University Credit Card.	Splitting purchases to avoid purchasing policy requirements.
<b>Domestic travel bookings.</b> Corporate Credit Card holders may use the University Credit Cards to book and pay for domestic travel in accordance with the Travel Policy.	
<b>International travel bookings.</b> Only those staff members, who have been provided with specific authority, can use a University Credit Card to book and pay for international travel directly with the University's nominated travel agents. No other staff member may use a University Credit Card to pay for international travel.	

Fuel for Rent-A-Car	Fuel for University or personally owned cars
Official entertainment in accordance to the entertainment policy	Memberships/subscriptions for personal use.
	Parking infringements.

**IMPROPER USE**

All credit card statements will be audited each month for non-acceptable purchases. If a non-acceptable purchase has been identified, the cardholder will receive a warning and will be asked for a reimbursement.

Following note, if there are further breaches and an unsatisfactory explanation is provided by the card holder regarding non-acceptable purchase, the University Credit Card will be revoked immediately and the disciplinary action will be taken against the card holder by the University authority.

# Policy on Gasoline Credit Cards Issued to the University

**I. Policy**

A. Only the CFO and Vice President for Business and Finance, or his authorized designee, is authorized to establish credit accounts in the University's name.

B. Gasoline company credit cards issued in the name of the University shall be used only to fill University-owned vehicles.

C. Gasoline company credit cards issued in University's name shall never be used to fill a privately-owned vehicle. An employee using his private vehicle to conduct University business will be reimbursed for the miles traveled at the mileage rate established by the IRS.

**Overview:** Holding a University Gasoline Credit Card involves responsibility for appropriate business use. Misuse of credit cards will result in revocation and may result in the University taking disciplinary action against the cardholder.

Gasoline Company Card usage may be audited and/or rescinded at any time. The cardholder, in whose name the card is issued, is responsible for all charges placed on this card.

**IMPROPER USE:**

All Gasoline card statements will be audited each month for non-acceptable purchases. If a

non-acceptable purchase has been identified, the cardholder will receive a warning and will be asked for a reimbursement.

Following note, if there are further breaches and an unsatisfactory explanation is provided by the card holder regarding non-acceptable purchase, the University Gasoline Card will be revoked immediately and the disciplinary action will be taken against the card holder by the University authority.