



## Corporate Credit Card Policy

Policy owner:	General Manager
Audience:	URSU Executive, URSU Management
Approved:	Board of Directors (Board of Directors' Meeting August 13, 2019)
Last Reviewed:	July 11, 2016
Review Schedule:	July 2021

### 1. Introduction

This policy applies to all employees (Managers and Executive) of URSU who are granted and assigned a corporate credit card. The conditions set forth in this policy govern the responsible use of, and procedures for, credit cards belonging to URSU for the purpose of conducting URSU business. Use of the credit cards is accompanied by significant responsibility.

### 2. Guidelines

URSU's exclusive supplier of corporate credit cards is the Conexus Credit Union. The majority of business expenses under \$5,000 are required to be purchased by the cardholder and paid for with the corporate credit card.

Cardholders and their managers or supervisors are responsible for ensuring that they adhere to this Corporate Credit Card Policy in order to enforce adequate controls to minimize the risk that corporate credit cards are used for fraudulent purposes.

### 3. Eligibility

1. Permanent supervisors/managers of a business unit or department may be eligible to apply for a corporate credit card. Requests for a corporate credit card must be submitted to the General Manager. If approved, the General Manager will request Conexus Credit Union to issue a credit card in the employee's name. The General Manager shall establish the credit card limit.
2. Only one (1) corporate credit card will be issued per approved employee.
3. To be eligible for a corporate credit card, an employee must meet at least two (2) of the following criteria:
  - Frequently travels as part of their job duties.
  - Purchases significant volumes of goods and services for use by URSU.
  - Incurs regular expenses of a type normally paid by credit card for the completion of his or her job duties, or for otherwise conducting URSU business

### 4. Limits & Conditions of Use

1. Each corporate credit card shall be limited to a maximum as pre-determined by the General Manager for business expenditures. Exemptions to this limit will be made on a case-by-case basis only.
2. Employees who are granted use of the company credit card are strictly prohibited to use "points" accrued from credit card use for personal purchases. Any "points" that are accumulated will be used for approved company purchases only.

3. The use of corporate credit cards to obtain cash advances is strictly prohibited. Corporate credit cards may only be used to incur expenses for the assigned employee named on the card itself.
4. The use of corporate credit cards is for conducting URSU business only. Charging personal expenses to a corporate credit card is forbidden in any circumstance. Card transactions will be monitored by URSU's Accounting department to ensure compliance.
5. Failure to comply with the conditions set forth in this policy can result in one or more of the following actions: cancellation of the card; loss of corporate credit card privileges; and/or termination of employment.

## **6. Monthly Statements**

1. Expenditures covered by corporate credit cards must be reconciled with the Accounting department within five (5) days of the credit card's statement date.
2. Cardholders will have their reconciled monthly statements, including original receipts, authorized by their manager, supervisor or senior authority. Cardholders may not authorize their own statements.

## **7. Cardholder Responsibilities**

1. Cardholders must retain original receipts of all transactions and submit them to the Accounting Department within three (3) business days of the date the expense was incurred. An exception will apply to events or travel that take the Cardholder away from the URSU offices. In such an instance, all receipts must be submitted to the Accounting Department within three (3) business days of the Cardholder's return.
2. Each receipt must be notated on the back as to the reason for the purchase and include the Cardholder's name, names of those entertained (if applicable) and the specific associated department.
3. Accounting will provide managers, supervisor or senior authorities with reconciled monthly statements for their authorization. Cardholders may not authorize their own statements.
4. All purchases on corporate credit cards without original receipts are the cardholder's responsibility for reimbursement to URSU. Expenditures not supported by receipts will be deducted from the cardholder's pay.
5. Cardholders who travel shall either bill daily expenses to the corporate credit card or claim daily expenses as per diem rates (see Travel Expense Policy for further details). Cardholders may not bill daily expenses to both.
6. Lost or stolen corporate credit cards must be reported and cancelled immediately to URSU's credit card supplier at 1.833.528.2273, as well as reported to the Accounting department at 1.800.586.8811 ext 210.
7. Cardholders are responsible for ensuring that purchases via corporate credit cards meet all purchasing criteria outlined in URSU's applicable purchasing and procurement policies.

## **8. Supervisory Responsibilities**

The cardholder's manager, supervisor, or senior authority must verify and authorize all monthly transactions. The manager, supervisor, or senior authority must ensure that all credit card transactions are business related and all supporting documentation is provided by the cardholder. Any suspicious or unusual transactions must be reconciled with the cardholder immediately and referred to the accounting department.

The cardholder's manager, supervisor, or senior authority must also ensure that monthly statements are signed by the cardholder and must correctly file statements and their attached documentation.

## 9. Sales Tax

URSU is liable for sales taxes. To enable tax credits for the organization, all purchases made via corporate credit cards must be accompanied by documentation outlining the sales tax components of the bill. Employees who do not obtain these tax invoices may have their corporate credit card cancelled.

## 10. Making Purchases

Cardholders may place an order with a supplier either in person, by fax/telephone, or by mail. Purchases made via the Internet and Web sites are generally discouraged. However, if no other avenue is available, cardholders may make online purchases only if the site uses appropriate encryption. Furthermore:

11. Sufficient budget funds must be available to cover all purchases made on corporate credit cards.
12. Expenditures shall not exceed maximum transaction limits, individual card limits, and/or monthly credit limits.
13. Corporate credit cards must not be used with prohibited merchants as outlined in URSU's purchasing and procurement policies.
14. The following purchases are considered acceptable for corporate credit card use:
  - Payment or deposits for goods/services in full or in part.
  - Memberships and subscriptions.
  - Conference fees.
  - Postage fees and other courier express services.
  - Operating supplies for conducting URSU business (e.g. toner, software, general office supplies, etc.).
  - Minor equipment purchases.
15. The following purchases are considered unacceptable for corporate credit card use and are prohibited:
  - Private and/or personal expenses.
  - Payment of travel expenses where the employee has chosen to receive reimbursement via the per diem method outlined in the Travel Expense Policy.
  - Withdrawal of cash or cash advances.
  - Computer hardware, unless prior authorized and approved by URSU's IT department.
  - Splitting the total cost purchases into multiple transactions to avoid the requirements of any URSU policy.

## 16. Monitoring

URSU reserves the right to conduct random audits of cardholder purchases and monthly statements, either by internal or external auditors.

## 17. Disputed Transactions

Disputed transactions shall be reconciled by URSU's credit card supplier and the cardholder. Cardholders must notify the credit card supplier and the Accounting department immediately for resolution. Disputed transactions in arrears for greater than 2 (two) months will be brought to the attention of the Accounting department for further action.

## 18. Renewals

Requests for lost, stolen, or damaged credit cards must be referred to the Accounting department. URSU's credit card supplier normally coordinates card replacement. For corporate credit cards that are due to expire, cardholders will receive a replacement in advance. Old cards must be returned to the Accounting department for immediate destruction. Replacement cards must be signed by the cardholder immediately upon receipt of the replacement card.

## 19. Termination of Employment

Prior to termination of employment or job duties requiring corporate credit card use, each cardholder must:

- Reconcile all expenditures on his or her card.
- Ensure that credit card accounts are reconciled prior to departing the employ of URSU.
- Surrender his or her corporate credit card to the Accounting Department.

If any corporate credit card transactions appear after termination of employment that are of a personal nature and/or business related but no original receipts have been provided, , then such amounts will be deducted from any final payments owed to the employee or will result in legal action being taken against the former cardholder.

## 20. Acknowledgement and Agreement

I, \_\_\_\_\_, acknowledge that I have read and understood the Corporate Credit Card Policy of URSU. I agree to adhere to this policy and will ensure that employees working under my direction that have been assigned a Corporate Credit Card adhere to this policy. I understand that if I violate the rules/procedures outlined in this Policy, I may face disciplinary action, up to and including termination of employment. Total reimbursement of any and all misappropriated monies will also be required.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

General Manager: \_\_\_\_\_

Credit Card #: \_\_\_\_\_

Limit: \_\_\_\_\_