3.15 EMPLOYEE USE OF INSTITUTIONAL CREDIT CARD

Last Revised: N/A

Policy Statement: In the course of the daily workings of Piedmont Community College, sometimes a credit card must be used to charge College expenditures. When using a credit card, all credit card users must comply with College purchasing policies, and they must obtain an original receipt with the appropriate signature(s) for merchandise or services.

Purpose/Definitions: This policy outlines the procedures for the proper use of personal and institutional credit cards for college expenditures.

A “cardholder” is any employee who has obtained an institutional credit card from the Business Office.

Approval Authority/Monitoring Authority: Piedmont Community College’s Board of Trustees has approval authority for this policy. The Director, Financial Services has monitoring authority for this policy and procedure.

Procedure:

Personal Credit Cards - To receive reimbursement when a personal credit card has been used to charge for College expenditures, the original itemized invoice or original itemized receipt must be attached to an invoice voucher and sent through the normal processes in order for the employee to be reimbursed. Reimbursement for travel charges requires that a travel voucher be filed (see Section 5 of the NCCCS Accounting Procedures Manual). Reimbursement cannot be made from the credit card statement. The reimbursement must be made to the employee, not to the credit card company.

Note: The College strongly discourages the use of a personal credit card for small items and non-travel items. A personal credit card cannot be used to circumvent purchasing policies.

Institutional Credit Card - Piedmont Community College has several different institutional credit cards for departmental purchases. The name “Piedmont Community College” is embossed on the cards. Institutional credit cards include VISA, Walmart, and Lowe’s Home Improvement.

Guidelines for the Institutional Credit Card - Institutional credit cards are to be used only by the employee to whom the card is issued or his/her designee who must be an employee of the college. Travel request forms or purchase requisitions must be completed prior to the release of the credit card. With a travel form or purchase requisition authorized by the employee’s supervisor and appropriate Vice President, the employee should see the Accounting Technician or designee to obtain an institutional credit card. Institutional credit cards are not for personal use, nor may they be borrowed by another individual. Institutional credit cards are not to be used by students under any circumstance. In addition to financial responsibility and liability for wage deductions, any purchases an employee makes with an institutional credit card in violation of this policy will result in disciplinary action, up to and possibly including termination of employment, depending upon the severity and repeat nature of the offense. (Any reproduction of credit card information is prohibited.)

Institutional credit cards can be used with any vendor who accepts the applicable card. Items such as office and computer supplies, online registration fees, books, memberships, and subscriptions are examples of purchases that can be made with the card. The amount that may be charged to a card is
determined by college purchasing guidelines. The credit card will be released overnight for travel expenses only. Employees must charge memberships, dues, and subscriptions in the proper fiscal year.

If an institutional credit card is lost or stolen, the cardholder must immediately contact the Accounting Technician who processed the travel / purchase request. The cardholder must also immediately report that the card is lost or stolen to the Director, Financial Services or designee in order to deactivate the credit card.

Legal Citation: N/A

History: Adopted January 2011