



California University of Pennsylvania

UNIVERSITY CREDIT CARD POLICY

A. GENERAL OVERVIEW

The California University Credit Card (“University credit card and/or credit card”) is an internationally accepted credit card that shall be issued to authorized University personnel (“cardholder”) for University business-related purposes. University-issued credit cards may **not** be used for personal purposes or for payment of contracted services. The credit card, if deemed appropriate, can be used in a University-related emergency situation, such as an unplanned event, a situation where work flow and productivity are hindered, or any unforeseen event relating to a project. Prior to issuance of a credit card, spending controls are established to ensure credit card usage is fiscally prudent and appropriate.

B. ISSUANCE OF UNIVERSITY CREDIT CARDS

1. Credit cards will be issued to authorized personnel only after the designated individuals have received appropriate instruction and have reviewed and signed a University Credit Card Justification and Acknowledge Form (027) which outlines the University Credit Card Policies that the cardholder must adhere to. Approval of the employee’s supervisor, area vice president and Vice President for Administration and Finance must be acquired before a University credit card is issued.

Form 027 available online: http://www.calu.edu/faculty-staff/policies-forms/_files/justification-acknowledgement.pdf

2. The University Credit Card program is administered by the, Accounting Department, which coordinates the issuance, maintenance, and cancellation of credit cards with the University's processor/bank. The Comptroller shall also be the University Credit Card Administrator. University credit cards contain the California University logo and are issued in the name of the designated employee. Each credit card is assigned a per transaction dollar limit set to reflect various needs of cardholders.

(Limits are established based on type of travel, frequency of travel and business needs of a department.)

3. The California University Credit Card program includes the ability to designate appropriate spending by utilizing merchant category blocking.

C. CARDHOLDER LIABILITY/RESPONSIBILITY

1. Cardholders are responsible for all purchases made on their credit card. The cardholder may delegate use of the card to other selected individuals within their respective department; however, the cardholder remains responsible for all charges against the card.

2. Cardholders are responsible for the proper use and safeguarding of the credit card(s) issued in their name. Any transaction on the credit card must be approved by the cardholder. Stolen, lost or fraudulent activity **must** be reported immediately. All purchases made with the credit card must be within established budgets and comply with University policy. **Cardholders are liable for any unauthorized charges.**
3. Cardholders are responsible for reconciling individual transactions against monthly account statements, approving the statement for payment, and forwarding the statement and all supporting receipts to the Accounting Office by the 15th of each month.
4. Intentional misuse of the credit card for transactions not relating to official University business shall be considered fraudulent and may result in disciplinary action. The cardholder will also be personally liable for the total amount of any unauthorized purchases made in connection with the misuse.
5. Violation of this policy may result in revocation of the credit card by your respective area Vice President, Vice President for Administration and Finance and/or the University President.

D. USE OF UNIVERSITY CREDIT CARD

1. Authorized cardholders may make purchases in person, phone, mail order or internet. In order to maintain proper internal controls, whenever possible, purchases should be made through the University Purchasing Department.

Items must be shipped to California University's Central Receiving and the cardholder should request the vendor place the name of the requisitioner on the packing slip or package.

Provide the delivery address of:	California University of Pennsylvania Loading Dock/Maintenance Building 250 University Ave. California, PA 15419
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If items are retrieved in person by the cardholder at the vendor site, specifying shipping information on the order is not necessary.

2. Telephone, mail order and internet purchases must be made only with reputable merchants; back orders or partial shipments are not permitted and vendors must ship all goods ordered. Merchants should be asked for total charges including any shipping and handling.
3. California University is tax exempt and does not pay state tax on purchases. The merchant must be informed of this at the time of purchase. To avoid state tax on a purchase from becoming a personal liability, **Tax Exempt Forms** are available in the Accounting Office. Cardholders must contact the vendor for credit should state tax be charged.
4. The cardholder must retain all receipts, receiving reports, delivery tickets, order forms, other documentation supporting charges against the card. Vendors should be reminded to send any correspondence, receipts, etc., directly to the cardholder.
5. University credit cards may be used for:
 - Equipment due to an emergency (Facilities Management);

- Facility component due to an emergency; and
 - Travel related expenses such as hotel, transportation, meals, and registration
 - Purchasing gasoline for personal vehicles is not allowed unless approved travel paperwork was completed, and the cost of the gasoline is less than the mileage reimbursement rate that would have been provided.
6. University credit cards may **not** be used for:
- Goods and supplies in excess of cardholder transaction limits;
 - Cash advances;
 - Personal items;
 - Gifts, prizes, alcohol and/or flowers;
 - Equipment or furniture that are University assets or tractable; and,
 - Items in the storeroom
7. Cardholders are not required to solicit competitive bids for purchases; however, purchase should be fiscally responsible and reasonable and should provide the best value to the University.

E. RETURN OF GOODS/PURCHASES

Cardholders are responsible for all returns of goods and all returns should be credited to the cardholder's account. **Cash refunds are strictly prohibited.**

F. MONTHLY STATEMENT RECONCILIATION PROCESS

1. At the end of each billing period, the cardholder will receive a statement from the bank listing charges against each cardholder's account. Each cardholder is responsible for:
- a. Reviewing and verifying the accuracy of all charges and reconciling between the statement and individual transaction documentation (receipts, delivery slips, logs, etc.);
 - b. Notifying the vendor of any discrepancies or erroneous charges listed on the statement (see Section G);
 - c. Completing the Missing Receipt form (027-C) for any missing receipts;
Form 027-C available online: <http://www.calu.edu/faculty-staff/policies-forms/files/missing-receipt.pdf>
 - d. Completing the Justification for the Purchase of Food with University Credit Card form (027-B) if food was purchased; and,
Form 027-B available online: <http://www.calu.edu/faculty-staff/policies-forms/files/justification-purchase-food.pdf>
 - e. Forwarding your statement with all the supporting documentation to the Accounting Office by the 15th of each month.
2. The Accounting Office will:
- a. Receive a monthly invoice listing all California University Credit Card transactions by departmental account;

- b. Verify that each department has forwarded an approved statement with all supporting transaction documentation to the Credit Card Administrator;
 - c. Return improperly processed statements to the cardholder; and,
 - d. Audit the Monthly Statements.
3. The reconciliation process is critical to documenting each transaction and ensuring correct amounts are paid. Cardholders who fail to reconcile their accounts may lose the privilege of having a University credit card.

G. LOST OR STOLEN CARDS

1. If a University credit card is lost or stolen, immediately call the Customer Service number to report the lost or stolen card and to begin the deactivation process for the credit card. Notify the Accounting Office after contacting Customer Service to begin the process of ordering a new card.

NOTE: Please make a copy of the back of your credit card in the event you need to report a lost or stolen card.

2. Cardholders will not be responsible for any charges after the card is reported lost or stolen.

H. EXCEPTIONS

Any exception to this University Credit Card Policy must be approved by the Vice President for Administration and Finance or his/her designee.

I. EFFECTIVE DATE

Approved by: President's Cabinet
Effective date: January 1, 2015

Date: August 26, 2014

Revised: August 5, 2015