

Title: Use of College Credit Cards Policy

- Initial Action: 1-28-98
 - Board Resolution: 98-007, 21-016
 - Last Revised:
 - Policy: 10/30/2020
 - Procedure: 5/5/16
 - Last Reviewed: 10/30/2020
 - Effective: 03/25/2021
 - Next Review: 10/30/2023
 - Responsibility: Finance
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Policy:

It is the policy of Cecil College to restrict the issuance of College credit cards (both major credit cards and store credit cards) to full-time College employees. The use of credit cards is restricted to expenses legitimately incurred for business travel or for special circumstances or events and other College related expenses. College credit cards are the responsibility of the individual to whom the card is issued or the individual who is an authorized user on a store account. Use by an unauthorized individual is the financial responsibility of the authorized signer (the person whose name is on the credit card) or the authorized user on the store account. Expenses and purchases incurred by credit card are subject to budget head and/or approval of the President. Credit cards are not to be used to circumvent the Procurement Policy #461.10. Unauthorized or inappropriate use of the College Credit Card may result in disciplinary action for the cardholder as provided for in the College's Performance Management Policy. In addition, cardholders will be held personally liable for all unauthorized purchases.

Procedure:

1. Issuance of a college credit card (both major credit cards and store credit cards) requires the approval of the appropriate budget head and the President. Credit limits for major credit cards (see standardized limits below) and store credit cards are determined by the Vice President of Finance. Exceptions to the standardized limits can also be made by the Vice President of Finance. Credit limits for store credit cards may be limited by the store. The credit limit for the store credit card is an aggregate maximum shared by all authorized users on the account.

Standardized Major Credit Card Limits

President	\$10,000
Purchasing	\$20,000
VP/Executive Director/CIO	\$8,000
Dean/Controller	\$5,000
Director	\$3,000
Other	\$1,500

2. Applications will be processed by the Purchasing Office, or designee, after appropriate approvals have been obtained.
3. Credit cards must be submitted to the Purchasing Office immediately upon termination or resignation of employment. Credit card use will be canceled upon termination or resignation of employment.
4. Approved invoices must be submitted to Accounts Payable complete with original receipts, a description of the business purpose of the expenditures and designated account numbers for charges. Invoices without appropriate approvals, description of business purpose or original receipts will be returned to the division. Finance charges are the responsibility of the division for which charges were incurred. When an on-line system is available, the reconciliation (receipts, approvals, etc.) must be done using this method. Issuance of a credit card that requires the on-line reconciliation method will not occur until the requested card holder receives the proper training. Failure to properly reconcile statements through the on-line system can result in the suspension or cancellation of the credit card.
5. Invoices which are over-budget will be returned to the division for a completed and approved budget transfer. Finance charges may be incurred for these delays.
6. The College is exempt from Maryland sales tax. Employees are encouraged to use the tax exempt number when making College purchases with credit cards. Copies of the exemption certificate may be obtained from the Purchasing Office.