CREDIT CARD POLICY

1. Purpose

Credit cards are used to facilitate the purchase of goods and services in instances where it may be the most effective and efficient purchase method and to have a mechanism to purchase during emergency or other unusual circumstances. Internet-based purchases where purchase orders are not accepted is one example of the type of purchases where a credit card may be used.

Use of the credit card is not intended to replace or circumvent normal purchasing policies and procedures. The credit card is intended primarily for circumstances where use of purchase orders or other authorized purchasing methods are not possible or practical.

1. Administration
2. Mastercard -

The Purchasing and Contracts office full-time personnel are the only employees allowed to make purchases with the Mastercard. The Mastercard is mainly used for online purchases. A Request for Credit Card Purchase form (Exhibit A) must be filled out and signed by both the requestor and budget manager for that department. If the purchase if over $500, the VP for Business and Finance must also sign.

1. Wal-mart, Kroger, Lowes and Home Depot –
2. The above named cards can be checked out from the Purchasing department by full-time employees only. The first time a credit card is checked out, the Credit Card Participation Authorization form (Exhibit B) must be signed by the employee and the budget manager and the dean or director for their department.
3. The credit card log for the specific store must be filled out by the employee and initialed by an employee of the purchasing department.
4. The card must be turned in before the end of the day in which it was checked out.
5. The receipt should accompany the card which should be signed along with the account number to be charged and a short purpose statement for the charge.
6. If the purchase is for food and/or food related items $50 and above, you will also need to turn in a Food form (Exhibit C) with the receipt. (Ex: candy, plastic ware, utensils, napkins, plates, cups – any item related to the consumption of food).
7. When using the card at Wal-mart or Kroger, you will need to show the tax exempt card that will be with the credit card when you check it out.
8. Sam’s Wholesale Card –

Certain items can be purchased online and delivered to the campus. These purchases will need to be made by the purchasing department. The request should be made by the Credit Card Purchase Request form which will need to be signed by the employee and the budget manager.

1. Shell Fleet and Fuelman Cards –

These cards are held by the Physical Plant offices and assigned to Physical Plant vehicles for fuel purchases. A master list which list the assignment is held by the Physical Plant offices. They are responsible for reconciling the statement and forwarding to the Business office for payment.

1. Cards held at satellite campuses –
2. Cards at the satellite campuses are assigned by the Purchasing and Contracts office. A list of these can be found in Purchasing electronic files.
3. The cards are locked in safekeeping in each of the campus administrative offices.
4. Walmart cards are assigned to each campus.
5. Home Depot cards are assigned to the Oak Ridge and Cumberland County campuses.
6. Sam’s Club card is assigned to the Cumberland Campus and Knoxville campuses.
7. Cardholder Responsibilities
8. The cardholder is responsible for the safekeeping of the card when in their possession. If a card is lost or stolen, the cardholder must contact the Purchasing department immediately.
9. Cardholders must make purchases in accordance with college policies and procedures. Cardholders who make unauthorized or fraudulent purchases are subject to disciplinary action by the college.
10. If the purchase is for food over $50, a signed food authorization form will be sent to the Purchasing Department prior to the credit card being released or charged.
11. The credit card must be turned in the same day the card is checked out unless permission is granted for special/unusual circumstances.
12. Cardholders must obtain all receipts for purchases including in-store receipts and online purchase receipts. The receipt should have the account number and brief description of the purpose of the charge and signed by the purchaser.
13. You must make sure you are not charged sales tax. If sales tax is charged, you are responsible for contacting the vendor to obtain a credit for the tax charged.
14. The credit card will not be transferred either permanently or temporarily to another person but will remain in the custody of the individual which checked the card out.
15. If a purchase is deemed as an inappropriate expense, the cardholder will reimburse the college.
16. Purchasing and Contracts Office Responsibilities
17. The Purchasing and Contracts office is responsible for securing the credit cards in a locked drawer.
18. The log book for all credit cards including the Walmart, Kroger, Lowes and Home Depot is kept in the Purchasing Office.
19. The log should be filled out completely with the following: account code, signature of purchaser, last 4 of the card #, date checked out, and the amount spent. The Purchasing office will initial when the card is checked out and initial when the card is brought back. (Exhibit D)
20. The Mastercard statement is reconciled each month by the Purchasing Department and credit card receipts or emails for online purchases are attached to the reconciliation. The VP of Finance and Administration is the final reviewer.
21. Business Office Responsibilities
22. The Business Office pays the US Bank Mastercard statement each month. All departmental accounts are debited for each charge posted during the billing cycle. Items ordered near the end of the billing cycle may be included on the next monthly account statement. Therefore, some charges may not be debited to the departmental account until the next month.
23. The Business Office will provide support to departments and the Purchasing and Contract Office to ensure overall success of the Pcard program.
24. Prohibited Purchases and Activities
25. Purchases for over $10,000 which would require three quotes
26. Purchases requiring execution of a contract or agreement
27. Cash advances
28. Travel expenses other than registration fees for conference/workshops
29. Fuel
30. Office supplies
31. Items that are to be used to stock the office break room or kitchen such as: plastic ware, plates, napkins, paper towels, and Kleenex (Counseling offices may purchase Kleenex)
32. Lysol wipes, dust wipes/polish, Lysol spray, cleaning products of any kind unless the items are used for cleaning of labs or by physical plant staff
33. Heaters, fans, microwaves, and refrigerators
34. Office décor and gift cards.

Exceptions will be made in the case where emergency situations require purchasing some of the items above for continued operations of the college.

The credit card information including the credit card number can not be held on file or written on any form. For this type of purchase, the credit card number will be called in over the phone by either the Director of Purchasing or the Buyer.

The Vice President of Finance and Business or the President must approve any exceptions to the policy.

1. Destroying Credit Cards

When credit cards have expired, the card should be shredded. A copy of the card is made with a signature and date of the person shredding the card along with a signature from the witness. This is then sent to the Purchasing and Contracts office to keep on file.

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|  | **EXHIBIT A** |
| REQUEST FOR CREDIT CARD PURCHASE |
|   |   |
| VENDOR: |   |
| VENDOR ADDRESS: |   |
| VENDOR PHONE #: |   |
| VENDOR WEBSITE: |   |
| PURPOSE OF REQUEST INCLUDING DESCRIPTION OF ITEMS BEING PURCHASED: |   |
| TOTAL REQUEST: |   |
| INDEX/ORG/ACCOUNT: |   |
|  REQUESTOR SIGNATURE: |   |
| DATE: |   |
| BUDGET MANAGER SIGNATURE: |   |
| DATE: |   |
| DEAN/DIRECTOR SIGNATURE: |   |
| DATE: |   |
| VP FOR BUSINESS & FINANCE SIGNATURE:(*if purchase > $500)* |   |
|  DATE: |  |
|  |  |

**CHARGE CARD PARTICIPATION AGREEMENT**

Upon receiving a charge card, I agree to the following conditions:

1. I agree that the card will be used only for purchases of items to be used solely by Roane State Community College or for an officially authorized function of the College.
2. I agree to complete any and all reporting requirements promptly by the due dates requested in order to expedite payment and recording of the expenditure transaction.
3. If purchase is for food over $50, a signed food authorization form will be sent to the Purchasing Department PRIOR to the credit card being released.
4. The card will not be transferred either permanently or temporarily to another person but will remain in the custody of the individual acknowledging receipt thereof.
5. The credit card will be returned before the end of the business day unless permission is given by the Purchasing Department for special circumstances.
6. The credit card receipt will be signed along with the account number listed and purpose for the purchase written on the receipt.
7. I agree to reimburse the College immediately for any purchase made through use of the charge card in the event that the expenditure is deemed inappropriate for purchase with College funds.
8. I authorize the College to deduct from my payroll check any disallowed charges which have not been resolved within thirty (30) days of receipt of notification of the questioned charges.

By signing below, I agree to the terms and conditions stated above. I understand the violation of any of the above terms and conditions may result in immediate cancellation of card privileges and require immediate return of the charge card to the purchasing department.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ \_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Budget Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean/Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purchasing Agent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EXHIBIT C

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| **Request for:** | **Roane State Community College****Food Services Authorization**Employee Meals  Non-Employee Group Student Organization Meal |  |
| **Meal:** | Breakfast  Lunch Dinner Other (specify) |  |
| **Provide names of Guests and/or College Personnel:** |
| **Guests(s):**(Attach list if needed) |  |
|  |
| **College Personnel:**(Attach list if needed) |  |
|  |
| **Event Date/Time:** | **Total Number of People in Group:** |  |
| **Event, Purpose (Topic) and Comments:** (Please describe the activity and business purpose in detail. List any other details including location, setup.. as needed) |
|  |
|  |
| **Vendor:** |  | **Index and****Account Code:** |  | **Estimated****Amount:** | $ - |
|  |
| **Vendor:** |  | **Index and****Account Code:** |  | **Estimated****Amount:** | $ - |
|  |
| **Vendor:** |  | **Index and****Account Code:** |  | **Estimated****Amount:** | $ - |
|  |
| **Total Estimated Amount:** | $ - |
|  |
| **Cost per Person:** |  |
| The food services described above are hereby authorized in accordance with RSCC Policy Number BA-07-02. |
| The following signatures/approvals are required for all meal reimbursement requests: | **Method of payment processing:** |
|  Requisition #: |  |
| Claimant or Requestor |  | Date |  |
| Petty Cash:Anderson Grille Raider Café |  |
|  |
| Dean | Date | To be billed toaccount # above |
| Executive Officer | Date |  |

Prior to placement of an order with the College’s food services vendors, a Food Services Authorization form must be completed by the requesting department, approved by the appropriate Executive Officer, and submitted to the College food services vendor. If an off-campus vendor is to be used, a properly completed Food Services Authorization form must be submitted to the Purchasing Office prior to the issuance of a purchase order or reimbursement. Please include the method payment in order to expedite payment processing - failure to complete this section will result in a longer than normal processing time.

An itemized receipt is required for reimbursement or direct payment by the College.

All meals or refreshments provided by a food services vendor or restaurant should be charged to Account (Object) Code 74981. Individual food and related supply items purchased from grocery stores or other similar retail establishments should be charged to Account (Object) Code 74503.

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2. I agree to complete any and all reporting requirements promptly by the due dates requested in order to expedite payment and recording of the expenditure transaction.
3. If purchase is for food over $50, a signed food authorization form will be sent to the Purchasing Department PRIOR to the credit card being released.
4. The card will not be transferred either permanently or temporarily to another person but will remain in the custody of the individual acknowledging receipt thereof.
5. The credit card will be returned before the end of the business day unless permission is given by the Purchasing Department for special circumstances.
6. The credit card receipt will be signed along with the account number listed and purpose for the purchase written on the receipt.
7. I agree to reimburse the College immediately for any purchase made through use of the charge card in the event that the expenditure is deemed inappropriate for purchase with College funds.
8. I authorize the College to deduct from my payroll check any disallowed charges which have not been resolved within thirty (30) days of receipt of notification of the questioned charges.

By signing below, I agree to the terms and conditions stated above. I understand the violation of any of the above terms and conditions may result in immediate cancellation of card privileges and require immediate return of the charge card to the purchasing department.

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_ \_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Budget Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean/Director: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purchasing Agent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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|  |  |  |  |  |  |  | **EXHIBIT C** |
| **Credit Card Checkout Form** |  |  |  |  |  |  |
|  | **1.** Cards are due back same day as issued date (unless approved) |  |  |  |  |  |  |  |
|  | **2.** Purchases over $499.99 require Marsha Mathews approval. |  |  |  |  |  |  |  |
|  | **3.** Food purchases over $49.99 require food form. |  |  |  |  |  |  |  |
|  | **4.** Office supplies must be purchased from Staples or to be documented if pricing is less than Staples. |  |  |  |  |  |  |  |
| Index Code | Person Receiving Card (Print and Sign) | Date Received | Date Returned | Card Number | Receipt Amount | Excpt. Aprvl. | Out | In |
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