DESALES UNIVERSITY CORPORATE CREDIT CARD POLICY

PURCHASES

Individuals who have been issued a DeSales University Commercial Visa Card ("corporate card") should follow the University’s Business & Travel Expenses Policy with respect to purchases.

The corporate card should be used primarily for travel expenses, conference registrations and memberships. Monthly recurring transactions that require a credit card should be approved prior to purchase by a Faculty Division Head, Academic Dean, the Provost, Treasurer, or the VP of Administration. The recurring transaction must have no more than a 30 day cancellation requirement and cumulatively must not exceed $2,000 annually.

Reminders:

- Office supplies are to be purchased from Office Depot through the preferred vendor relationship with LVAIC, so the corporate card should not be used for such purchases.

- Corporate cards should not be used in campus locations such as the Campus Store, dining locations, or Labuda Center Box Office, all of which have the ability to charge departments directly, and in the case of the Campus Store offer a discount to University departments.

- Gift cards are NOT acceptable uses of University budget lines, primarily because they create compensation issues with the IRS. The Comptroller or VP of Finance should be consulted for permission in writing in advance of a gift card purchase, and there is no blanket exception to this policy. This means that if permission was granted in fall 2013 for use of a gift card, you need to ask again in spring 2014 even if it is being used for a similar purpose.

- The corporate card should NOT be used for any personal items.

- Please remember that the University is customarily exempt from PA sales tax on its purchases. Therefore, please communicate this with vendors and provide the necessary exemption documents upon requests. Please contact Debbie Naso for the exemption documents.
CARD MANAGEMENT

- A lost or stolen card should be immediately reported to Mike Sweetana or Debbie Naso. Bank of America will issue a new card within 5 to 7 business days. Any card holder can also call the number on the back of the card to check for available balance, transaction history, or report issues with the card.

- Please notify Debbie Naso or Bank of America a week before any travel (especially international travel) to avoid the potential for a hold based on suspicious activity being placed on the card.

- Any unauthorized charges or duplicate charges to the credit card must be resolved immediately by either contacting the vendor directly or Bank of America using the number on the back of the card.

MONTHLY STATEMENTS

- Statements will be mailed directly to the card holder. Please review all of the transactions and attach the itemized receipts in order of the purchased transaction to the back of the statement. Please document notes referencing the business nature of the expense.

- Receipts are encouraged for all purchases, but are only required for items that cost at least $20.

- All expenses need to be properly coded for general ledger entry.

- All cardholder’s credit card statements need to be signed by the holder and approved by the cardholder’s direct supervisor with budget responsibilities. This supervisor is responsible for reviewing card transactions and account codes for proper business use. The Treasurer’s Office will review the statements for direct reports of the President.

- All purchases are subject to further evaluation by the Treasurer’s Office.

- The signed credit card statement with the receipts attached must be submitted to the Treasurer’s Office by the 15th of each month.
CARDHOLDER AGREEMENT

I have read, understand, and will abide by the above credit card policy when using the DeSales University Commercial Visa Card. I further understand that violations to the policies outlined above could result in the loss of University corporate card privileges, a direct deduction from payroll for personal or questionable expenses, and/or the potential for termination of employment in the case of serious violations.

___________________________________________
Cardholder Name – Printed

___________________________________________
Cardholder Signature

Policy Effective September 1, 2013