



CREDIT CARDS

#6-07

Approved:	November 1, 1995	by: Administrative Council
Revised:	June 13, 2001	by: President's Council
Effective:	June 13, 2001	
Revised:	May 11, 2005	by: President's Council
Effective:	May 11, 2005	
Date to be Reviewed:	2008	

POLICY

The College may provide credit cards to employees having an approved and demonstrated travel need for College business.

PURPOSE

This policy defines the appropriate use of credit cards for College business to maximize the purchasing power of the College and to ensure that the goals, values and fiscal responsibilities of the College are maintained.

GUIDELINES

- College credit cards may not be used for personal charges.
- College credit cards are for use by the registered cardholder only.
- College credit cards are not a substitute for a Purchase Requisition. The exception is for emergency travel purchases.
- Requests for College credit cards must be made in writing and be approved by the Unit Manager and the Vice President, Finance and Facilities.

Definitions:

Unit Manager: The budget signing authority for the Department or Division that will be responsible for the travel expenses.

Cross Reference:

See also Reimbursement of Travel Expenses Policy #6-02