

UNIVERSITY CREDIT CARD POLICY

Campbell University Credit Cards (Credit Card) are intended for special circumstance procurement which calls for greater flexibility on transactions. These cards are the property of the University and shall not be used for personal reasons. It is the responsibility of employees assigned Credit Cards to use the card in a responsible manner. The employee assigned the card will be held accountable for all charges made on the card as well as the recording and reporting required to document its use. The privilege to use a Credit Card is contingent upon following the University Credit Card Policy.

University Credit Card Policy:

- Credit Cards are intended for individual use and credit limits are set accordingly.
- Credit Cards are to be used for official business only and their use is limited to payment of expenses related to University business.
- Credit Cards must be secured at all times. For security, do not email or fax credit card information.

Acceptable Uses:

- **Travel**; such as flight, lodging, rental cars, and meals.
- **Food**; may only be made where University business is being conducted. The nature of the food expense must be detailed on the University Credit Card Log. **Tips may be included at a maximum rate of 18% of the total bill.**
- **Fuel**; may only be made when utilizing a campus vehicle or rental vehicle. In this case, mileage reimbursements are not allowed.
- **Emergencies**; Credit Cards may be used in lieu of emergency purchase orders, cash purchases and advance check requests.

Prohibited

- **Supplies and Services**; Purchase Orders are to be utilized.
- **Inter-department Procurement**; Purchase Requisitions are used for internal purchases from departments at the University.
- **Cash Advances**; Under no circumstances are Credit Cards to be used for cash advances.
- **Personal Purchases**;
- **Alcohol, Gambling, Illicit Drugs**;
- **Purchase of Securities or Insurance**;
- **Technology**; Computers, Tablets, Monitors may not be purchased unless written approval was obtained from IT Services.
- **Court Costs, Tax, Fines, Bail or Bond Payments.**

Reporting and Documentation

- **Proof of Purchase;** All expenditures using the Credit Card must include proof of purchase in the form of receipt or invoice. **Proof of purchase must clearly state the item purchased, quantity, and dollar amount.**
- **Campbell University Credit Card Log;** All expenditures using the Credit Card must be documented using the [Campbell University Credit Card Log](#). Information must include date, vendor, detailed description, budget code, and amount. The Business Office may request additional clarification.
- **Credit Card Statements;** Credit Card statements are run by the Credit Card vendor on the 28th and are available online by the 29th or 30th of each month. Every cardholder must obtain their statement online and submit it to the Business Office (send to Procurement@campbell.edu) no later than the 5th of every month.
- **Authorization;** All expenses using the Credit Card must be authorized and verified by the Department Head or Supervisor.

Failure to abide by the University Credit Card Policy and timely submit of documentation and statements will result in account block or termination of card privileges with or without notice as well as possible employee discipline.

Special circumstances may arise where the University Credit Card Procedure Policy may be waived. These instances will require written approval by the Director of Procurement on an individual basis.

Obtaining and Using the Credit Card

1. An employee whose position requires the use of a Credit Card shall obtain and sign the **University Credit Card Policy Form** and **Approving Official Request Form** included with this Manual. **Additionally, all credit card users are subject to a credit check conducted by Human Resources. This information will be reviewed prior to credit card issue.** The form should be approved by the Approving Official and/or Budget Official and subsequently, the Director of Procurement. A Credit History Check will be run by Human Resources. The Procurement Department will request a card in the name of the designated employee.
2. Upon receipt of the card, the Procurement Department, will contact the employee who must complete and sign the **Cardholder Agreement** (included in this Manual) acknowledging receipt of the card and an understanding of the dollar limits and guidelines for using the card.
3. At every instance of Credit Card use, proof of transaction (in the form of a sales receipt, invoice, or proof of payment) indicating the description, amount of the purchase and the name of the vendor must be retrieved and maintained for reconciliation and payment. It is advisable to take a photo of the proof of transaction for safe keeping.
4. If ordering by mail, maintain and attach a copy of the order form with the billing statement if the vendor fails to provide a sales/transaction slip.
 - a. **Telephone and Mail Orders** - Use the **Campbell University Credit Card Log** to log all orders made by phone. The log should be maintained in the same billing cycle as your Credit Card. This log is required to be sent with the billing statements.
 - b. **Online Orders** - When ordering online through the internet, be sure that you are ordering through a secure website. There are two ways to ensure you are on a secure website: 1) Look at the web address in the browser and make sure it starts with https://; 2) look for a closed padlock image next to the web address. When you click on the padlock you should see a message that states the name of the company and that

“The connection is secure and/or encrypted.” Obtain a confirmation of the order for tracking purposes. Print the confirmation as this may be the only documentation you may have for reconciling the monthly statement and will be required for payment if in lieu of a sales receipt.

5. The monthly billing statement will itemize all transactions charged to the Credit Card. The statements are dated the 28th of the month and individual statements should be received by the 1st of the following month. Upon receipt of the monthly statement, the cardholder will:
 - a. Review the statement for accuracy.
 - b. Indicate the appropriate budget number(s) for each transaction. If charging more than one account per transaction, indicate the dollar split to be applied to each account. The administrative fee must be charged to the same account numbers(s) as the transaction.
 - c. Attach all sales receipts and necessary supporting documents to the statement. After signing, printing name, and indicating the budget number, e-mail all supporting documents to **Procurement@campbell.edu** on or before the day the 5th of the month following the statement date.
 - d. Contact the Office of Sponsored Research and Programs for the process to reconcile expenditures to be charged to your grant accounts.

If an item is returned, attach and/or verify any credit vouchers received or applied to the monthly statement where the credit appears and indicate the appropriate account number for the credit.

Incorrect Charges – Contact the vendor first to try and resolve the dispute. If this approach is not successful, contact the credit card issue (bank). You have sixty (60) days to dispute a charge.

Suspension Procedures – Prompt receipt of your Statement of Account is an essential part of the Credit Card process that allows making payments on a timely basis. Campbell’s Credit Card charges must be paid in full every month in order to keep the card active.

If the Procurement Office does not receive your Statement in the requested timeframe, your name, and the amount outstanding will be forwarded to your college administrative head, Dean, Provost, Vice-President and the Budget Manager as applicable. The outstanding amount will be charged to the appropriate budget;

Your Credit Card privileges may be suspended or revoked at the discretion of the Director of Procurement.

Lost or Stolen Cards – Immediately notify (in order), the bank, your designated Approving Official, and the Director of Procurement. The number for reporting lost or stolen cards is (800) 397-1253. Be prepared to provide the following information:

Your name;
 Card number;
 Business Address;
 Phone numbers associated with the account;
 Date reported lost.

Changes to Cardholder Information – Changes to cardholder’s name, address, organization, 30-day or single purchase limit should be reported to the Director of Procurement, by completing the **Request for Changes to the Credit Card-Cardholder information** included in this Manual.

Closure of Account - Upon terminating employment with CAMPBELL, you must return your card to the Director of Procurement and complete the **Request to Close Credit Card Account** included in this manual.

If you transfer to another department, return your Credit Card to the Director of Procurement. If your new assignment requires a Credit Card, a new Request for Credit Card form will be required.

On an annual basis, the Director of Procurement, will provide a list of all Credit Cards issued for a department's employees to each Department Head. A physical inventory of all Credit Cards within the organization will be taken by the Approving Official and reported back to Procurement.

I acknowledge receipt and understanding of the foregoing policies and procedures.

Cardholder Signature: _____

Cardholder Name: _____

Date: _____

CAMPBELL UNIVERSITY CREDIT CARD ACCOUNT SETUP

Name: _____ Date: _____

Physical Mailing Address for Credit Card Statement (Campbell PO Box):

PO Box

Title: _____ Phone: _____

Mobile: _____

Site/Department: _____

Mailing Address

Credit Card Limit: _____

I request issuance of a University credit card for my business use only.

I hereby certify that the information above is true and complete to the best of my knowledge. I acknowledge that any false statements on this application may be cause for termination.

Applicant Signature Date

Approve Deny

Name of Approving Official Date

Approving Official Signature Date

Approve Deny

Procurement Director Signature Date

CAMPBELL UNIVERSITY CARDHOLDER AGREEMENT

I agree to use the Campbell University Credit Card only for approved business expenses in accordance with the University policies and guidelines. I understand and acknowledge that use of the Credit Card may not be delegated to anyone other than myself as cardholder.

I have read the University Credit Card Policy and agree to abide by its provisions stated. I acknowledge that use of the Credit Card for any purpose other than for University approved business expense is prohibited and is grounds for corrective action, up to and including termination of employment. In addition, I will reimburse the University for such charges.

The Commercial Card Agreement between the university and the credit card issuer allows the issuer to exchange or otherwise disclose cardholder confidential information its affiliates, MasterCard International, Inc. or Visa U.S.A., Inc., service providers and other authorized third parties in connection with the issuer's provision of credit card services. I hereby consent to disclosure of my personal and confidential information by the credit card issuer for that purpose.

I agree to a background and credit check conducted by a company selected by Human Resources on an as needed basis.

I agree to surrender the Credit Card immediately upon retirement, termination, change of position, or upon request of an authorized representative of the Procurement Department. I understand that the use of the card after privileges are withdrawn is prohibited.

If the card is lost or stolen, I will immediately notify the issuing bank by telephone. I will confirm the telephone notification by mail, email, or facsimile from the issuing bank with a copy to the Procurement Department. I understand that failure to notify the issuing bank of the theft, loss or misplacement of the credit card could make me responsible for any fraudulent use of the card.

Bank Contact

Customer Service
(800) 397-1253

Cardholder

Signature: _____

Name: _____

Title: _____

Card# (last 4): _____

Date: _____

Procurement Department

Signature: _____

Name: _____

Title: _____

Date: _____

CAMPBELL UNIVERSITY REQUEST FOR CHANGES TO CARDHOLDER INFORMATION

ONLY FILL INFORMATION BELOW THAT IS TO BE CHANGED:

Cardholder Name: _____

Cardholder Title: _____

Site/Department: _____

Phone Number: _____

Credit Limit: _____

Cardholder

Supervisor

Signature: _____ Signature: _____

Name: _____ Name: _____

Card#: _____ Title: _____

Expiration Date: _____

CAMPBELL UNIVERSITY REQUEST TO CLOSE CREDIT CARD ACCOUNT

RETURN CREDIT CARD TO PROCUREMENT DEPARTMENT:

Cardholder Name: _____

Cardholder Title: _____

Site/Department: _____

Reason for Request:

- Transfer
- Resignation/Retirement
- Other: _____

Cardholder

Supervisor

Signature: _____ Signature: _____

Name: _____ Name: _____

Card#: _____ Title: _____

Expiration Date: _____