

Davis Applied Technology College: A Utah College of Applied Technology Campus Executive Employee Credit Card Policy and Procedures

Effective Date: 01 July 2006

Board Approval: 26 August 2004

Revised Board Approval: 25 August 2005

Revised Campus President's Council Approval: 26 September 2006

Revised Board Approval: 30 November 2006

1. Purpose

The purpose of this policy is to explain the appropriate use of bank credit cards issued to selected employees of the Davis Applied Technology College: A Utah College of Applied Technology Campus (College Campus).

2. References

2.1 Davis Applied Technology College Purchasing Policy and Procedures

3. Policy

3.1. The College Campus may issue bank credit cards to selected employees to use on College Campus business. These bank credit cards may be issued to the Campus President, Vice President of Instruction, Vice President of Operations, and Vice President of Finance. Bank credit cards may also be issued to other selected Professional/Administrative employees as approved by the Board from time to time.

3.2. Employees should use the cards for payment of official College Campus business travel expenses. These expenses include payment for hotels/motels, meals, and car rentals for both in-state and out-of-state travel. Use of these cards will reduce the need for cash advances and make payment of travel costs much more convenient for travelers. Employees also may use the cards for any other official College Campus business such as books, fees, and registration for workshops or seminars.

3.3. Employees should not use these cards for paying personal non-official expenses. The College Campus will withdraw the card privilege and will take appropriate disciplinary action against any employee who misuses the card.

3.4. Employees are generally encouraged to pay for other non-travel expenses through regular accounts payable procedures rather than with the bank credit card. Payment for these types of items may also be made with the bank credit card. In those cases where these types of expenses are paid for with a credit card, all documentation required in regular payable procedures and purchasing procedures will be required to be attached to the credit card receipt. Purchase order forms and check request forms, however, will not be required.

3.5. When a bank credit card is used to pay for a business meal, the employee should make a notation on the receipt indicating who was in attendance and the business purpose of the meal or meeting.

3.6. An employee may charge on the bank credit card the expenses of a non-employee in cases where separation of the payment is difficult. All charges on the card for expenses of non-employees must be reimbursed to the College Campus by the employee. For example, a non-employee, staying in a double room with the employee, is not billed separately by the hotel. The employee could use his card to pay the total bill. However, any amounts above the single rate are reimbursable by the employee. Reimbursement of such personal expenses must be made within ten working days of the charge or of returning from the trip.

3.7. Employees are encouraged to use travel advances only for anticipated incidental expenses (taxi, tips, etc.). Where possible, charge all allowable travel expenses on the bank credit card.

3.8. Generally, employees should obtain receipts for all expenses charged to the bank credit card and attach them to the credit card statement at the time expenses are approved for payment.

3.9. Employees should immediately report lost and stolen cards to the Fiscal Services Department. Immediately after receiving notification of a lost or stolen card, the Fiscal Services Department will contact the bank and inform them of the matter.

3.10. Upon termination, the employee must return the credit card to the Fiscal Services Department. The Fiscal Services Department should destroy the card and send a letter to the bank requesting that the credit card be canceled for the terminating employee.

3.11. A monthly bill will be received from the bank for charges to the bank credit cards. These statements will be circulated to all card holders for approval of expenses charged by them. All credit card charges will be reviewed for approval monthly by the cognizant Vice President or the Campus President. Credit Card charges for the Campus President will also be reviewed monthly by the Campus Board Chair. The total amount due should be paid each month.