

SUBJECT: College Credit Cards	Effective Date: March 2011	Policy Number: 04-6-001
	Supersedes:	Page 1 Of 2
	Responsible Authority: Purchasing	

I. Purpose and statement of operational policy underlying the procedure.

To restrict and control the use of College credit cards

II. Applicability/Scope

This policy applies to all employees.

III. Process for Implementing Procedure

All credit card purchases must be authorized by the Vice President/Chief Financial Officer. The Purchasing Manager is responsible for transacting credit cards purchases.

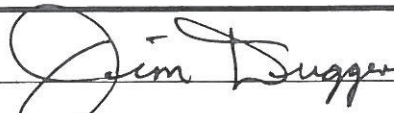
Employees requesting to have access to a credit card to make purchases from local vendors must sign a Credit Card Release Form. The form is completed by the Purchasing Manager with the name of the requestor, date of the request, purpose-reason for the request, and date the credit card is to be returned. The original form is filed with the purchase requisition to give to the Cashier for reconciliation when the credit card statement is received.

Responsibility	Action	Timeline
Vice President/CFO	Authorize use of credit cards	
Manager of Purchasing	Responsible for transacting most credit card purchases with an approved purchase requisition	1 to 2 business days
Manager of Purchasing	Notify requestor when their credit card transaction has been completed	1 to 2 business days
Manager of Purchasing	File the original requisitions and receipts to give Cashier for reconciling with the credit card statement	Monthly

IV. Related policies/References for more information

Sample Credit Card Release Form attached to this document.

Authorizing Official:



Authorization Date:

10/6/11

Title: Vice President/Chief Financial Officer