

ASI & SC Credit Card Policy

PURPOSE

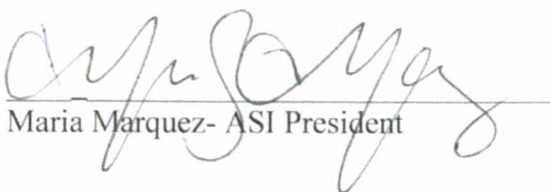
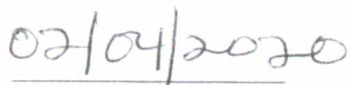
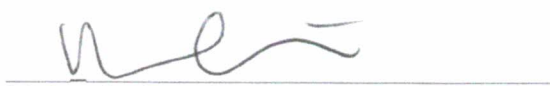
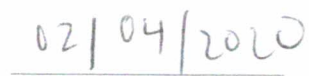
The purpose of this policy is to delegate authority and to provide guidelines related to the use of the ASI & SC credit cards. Corporate credit card use allows the Associated Students Inc. and the University Student Center departmental units to effectively control and monitor purchases.

POLICY

It is the policy of the Associated Students Inc. (ASI) and the University Student Center (SC) to issue corporate credit cards to employees who are authorized cardholders in order to facilitate purchases. Authorized card holders must provide effective oversight and management of said purchases. Card holders must also comply with the rules and regulations of the credit card company and ASI and SC.

This policy was voted on and approved by the:
ASI Board of Directors on February 25, 2020
SC Board of Directors on February 27, 2020

The following signatures by the ASI President and SC Chair verify the approval of the ASI and SC Board of Directors:

 _____ Maria Marquez- ASI President	 _____ Date
 _____ Melannie Castellanos -SC Chair	 _____ Date

** This policy may be amended by a two-thirds vote of the ASI and SC Board of Directors.*

PROCEDURE

A. Authorized Cardholders:

1. ASI and SC Professional Staff whose job duties require issuance of a credit card to most efficiently perform the requirements of their position
2. Students
 - ASI President & Vice President (VP of Finance is not issued a credit card)
 - SC Chair and Vice Chair (Vice Chair of Finance is not issued a credit card)
 - ASI & SC Student Staff assigned to the Boards of Directors
 - ASI & SC Programming and Event Coordinators

B. Issuance of Credit Cards:

1. Upon hiring a new employee into one of the positions listed above, that employee's supervisor shall notify the SC Administrative Coordinator who will obtain a credit card for the new employee.
2. Upon receipt of the credit card, the SC Admin Coordinator will forward the card to the new employee's supervisor. The supervisor will provide their employee with a copy of this policy/procedure, instruct their employee on the proper use of the credit card, and obtain the employee's initials and signature on the Credit Card Acknowledgement document (copy attached).
3. Once signed by the employee, the Credit Card Acknowledgement form is returned to the SC Admin Coordinator to obtain additional signatures, and to then be retained as part of the personnel record of the employee.

C. Credit Cards During Periods of Inactivity by the Cardholder

1. For student staff positions that are inactive during summer breaks (or are considered inactive for any reason), the supervisor will retain possession of the credit card, for safekeeping purposes, until such time that the student staff member returns to an active role in their position.

D. Credit Card Cancellation upon End of Employment

1. When an employee who has been issued a company credit card ends employment with the ASI or SC, the following steps are taken:
 - a. The employee's direct supervisor retrieves the credit card from the employee, indicating on their End of Employment form that the credit card has been returned by the employee.
 - b. The supervisor is responsible for notifying the SC Administrative Coordinator of the employee's last date of employment.
 - c. The SC Admin Coordinator confirms the credit card has been destroyed and contacts the issuing bank to cancel the credit card.

E. Credit Card Limits

1. Credit card limits for each position are set by the ASI & SC Executive Director.
2. The credit card limits for staff apply on a per-statement basis, or until the balance on the card is paid in full.

F. Permitted Credit Card Purchases:

1. Corporate credit cards may be used to procure the following:
 - a. Travel
 - b. Supplies and services
 - c. Equipment and Furniture
 - d. Food and beverage
 - e. Giveaways, Promos, Advertising
 - f. Electronic equipment (including computers, iPads, monitors, etc.)
 - g. Hospitality

G. Prohibited Credit Card Purchases:

1. Corporate credit cards should not be used to procure the following:
 - a. Cash advances, leases, and maintenance agreements
 - b. Contracted Performers (i.e. bands, comedians, hypnotists, dancers, etc.)
 - c. Personal purchases of any kind
 - d. Alcohol, narcotics or other controlled substances
 - e. Any item where ASI and/or SC have an open Purchase Order with the vendor (exceptions may be permitted with approval of the Executive Director)

H. Misuse of Credit Card:

1. Upon signing the Credit Card Acknowledgement form, the employee verifies they understand the proper use of their corporate credit card agree to follow the policy and procedures.
2. It is the duty of the employee's supervisor to monitor and to ensure that the employee is following the proper purchasing procedures (i.e., submitting purchase request forms, receipts, etc.)

I. Accidental Use of ASI or SC Credit Card for Personal Use:

1. ASI and SC credit cards are to be used strictly for ASI and SC purchases, with cardholders making every effort to insure their corporate card is not inadvertently used to make a personal purchase.

2. In the event an employee accidentally uses their ASI or SC credit card to make a personal purchase, the following steps shall be immediately taken:
 - a. Employee shall notify the SC Administrative Coordinator of the accidental purchase and to discuss an immediate reimbursement plan.
 - b. The employee shall reimburse the organization in the form of cash or check, which the SC Administrative Coordinator will deposit at the Cashier's Office to credit the account for which the purchase was debited.
3. At the direction of the Executive Director, repeated accidental use of an ASI or SC credit card may result in cancellation of the repeat offender's credit card.

J. Guidelines:

1. The cardholder is responsible for ensuring the credit card is used in compliance with procedures and policies.
2. Cardholder may use the credit card to purchase goods in person, by telephone, or online service.
3. Cardholder will require the vendor to itemize any receipt/invoice. An itemized receipt/invoice consists of the description of commodities; quantity purchased; price per unit; sales tax; total purchase amount; and shipping charges, if any.
4. Cardholder is responsible for security of the card.
5. Cardholder is responsible to submit all original itemized receipts to the SC Administrative Coordinator as soon as possible after the purchase date, but no later than the end of the credit card billing cycle.
6. If the cardholder has lost receipts/invoices, and duplicate copy cannot be obtained from the vendor, a "Lost/Itemized Receipt Form" will be completed by the cardholder.
7. The SC Administrative Coordinator will review and reconcile all credit card statements.
8. Purchase Request forms, receipts/invoices, and other documentation will be forwarded to the Executive Director for final review/approval.

K. Travel

1. Purchases may be made only in conjunction with official Associated Student Inc. or University Student Center travel. (i.e., a travel request has been approved through regular travel process.) Original itemized receipts and/ or appropriate documentation for all travel expenses must be submitted within two business days after to the return travel date for each charge. During reconciliation, any unapproved charges will be charged back to the traveler, as deemed appropriate by the ASI & SC Executive Director.

L. Cash Rewards

1. Cash rewards may be earned by the ASI and/or SC, depending on the specific agreement(s) held with the issuing bank.

2. Cash rewards earned as the result of ASI and/or SC credit card purchases will be used as payment toward the organization's credit card balance, dividing the total reward amount equally between each department of the ASI or SC (showing as an equal credit amount on the spreadsheet that itemizes all charges and credits for that period).