

**UNIVERSITY STUDENT UNION
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE**

FISCAL POLICY

SUBJECT: Corporate Credit Card Policy

REFERENCE:

1. California State University, Northridge-Procurement Card Program
2. Title 5- 42401 and 42402, Ed. Code 89900
3. ICSUAM Policy 5205.00 Low-Value Purchases
4. USU Procurement Card Policy
5. USU Risk Management Policy
6. USU Contracts Policy

POLICY: The University Student Union (USU) authorizes the issuance of corporate credit cards to staff members designated by the Associate Director, Accounting & Finance to facilitate low dollar purchases thereby increasing business efficiency. Monthly credit card expense reports require electronic submission and approval.

Credit card transaction limits will be recommended by the Associate Director, Finance & Accounting and approved by the Executive Director. Transaction limits will be reviewed periodically. The individual transaction limit includes sales tax and shipping costs. Travel-related expenses such as airfare, hotel, and conference fees are not subject to the individual credit card transaction limit.

All corporate credit purchases and credits must be documented on the Monthly Credit Card Expense Report.

Credit card purchases are transacted in person, by telephone, or the internet in accordance with the Procurement Policy.

The use of the corporate credit card to make the following types of purchases is prohibited:

1. Any single credit card transaction greater than the authorized limit with the exception of travel-related expenses.
2. Any purchase or service that requires a Contract for Artistic Services, Professional & General Services, or Contracts for IT Vendor Services.
3. Fixed assets (capital outlay)
4. Lease or rental of equipment that require a contract (refer to the Risk Management Policy)

5. Lease of space.
6. Cash advances and travel advances.
7. Personal purchases of any kind.
8. Alcohol, tobacco, narcotics, and any other controlled substances.

When appropriate and necessary, the Executive Director/designee may make a limited exception to this policy. The purpose of the exception must be documented in writing and approved by the Executive Director/designee.

Recommended by the Finance Committee on November 20, 2019.

Approved by the University Student Union, Board of Directors on December 02, 2019.

PROCEDURES

I. Credit Card Transaction Limit

- A. The individual credit card transaction limit is \$7,500.00

II. Program Administration

- A. The Associate Director, Accounting & Finance, shall oversee the corporate credit card program.
- B. The Accounting Manager/designee is responsible for reporting, coordinating, auditing, and evaluating all aspects of the program.
- C. The Accounting Manager/designee is responsible for training, distributing corporate cards, assisting cardholders, and monitoring the proper use of the corporate credit card program.
- D. The Accounting Manager/designee is responsible for distributing monthly account statements to cardholders.
- E. The Accounting Manager/designee is responsible reviewing all Concur monthly credit card expense reports for accuracy and conformity to policy prior to approval.
- F. The Accounting Manager/designee is responsible for ensuring that all cardholder balances are paid prior to the payment deadline.

III. Authorized Cardholders

- A. The University Student Union authorizes the issuance of corporate credit cards to staff members designated by the Associate Director, Accounting & Finance based on the business needs of the USU.

IV. Cardholder Responsibilities

A. General Responsibilities

1. Appropriate use of the corporate credit card.
 - a. Cardholders are to observe strict compliance with this policy and procedures.
 - b. In the event of intentional misuse of the USU corporate credit card, the card will be revoked, and the cardholder may be subject to disciplinary action up to and including termination of employment and/or criminal prosecution.

2. Security of the corporate credit card.
 - a. Lost cards must be immediately reported to the Credit Card Company and Accounting & Finance department. Lost cards must be cancelled and reissued in order to prevent fraudulent charges.
3. Compliance with procurement policies and procedures.
4. Prohibiting coworkers from signing corporate credit card authorizations on behalf of the cardholder as these practices are inappropriate.
5. Verifying receipt of the monthly account statement from the corporate credit card company.
6. Verifying that there is a receipt for every corresponding charge on the monthly account statement.
7. Preparation of the monthly credit card expense report in Concur and uploading all corresponding receipts to Concur.

B. Concur Credit Card Expense Report

After receiving the monthly account statement, the cardholder shall do the following:

1. Verify that each transaction on the monthly account statement is accurate.
2. Prepare the monthly credit card expense report in Concur.
 - a. The best practice is to prepare the monthly credit card expense report in Concur as each charge appears in Concur so that the report is complete by the time the monthly account statement is received.
3. Ensure there is a receipt uploaded for every line item in the credit card expense report.
4. Ensure the total balance of the monthly credit card expense report in Concur matches the total balance of the monthly account statement prior to submission.
5. The cardholder must submit via Concur for approval by the deadline provided by Accounting & Finance. If the report is incomplete, the approver will send the report back to the cardholder for corrective action.
6. The cardholder is ultimately responsible for the accuracy and completeness of their own report and ensuring that all purchases are appropriate and in accordance with applicable policies.

C. Itemized Receipts

1. The cardholder will request an itemized receipt or invoice which consists of the following:
 - a. Description of the items purchased
 - b. Quantity purchased
 - c. Price per unit
 - d. Sales tax amount and total amount
 - e. Shipping/handling charges if applicable
2. The cardholder shall ensure that all receipts and/or invoices for charges made on the corporate card are itemized. Itemized receipts are acceptable in either electronic or hard copy.
3. Receipts for eating establishments must list the detail of each meal item purchased. An eating establishment receipt with a total amount but without the detail of each meal item is not acceptable.

D. Lost Receipts

1. Cardholders may be held personally liable for any charge if a receipt is not provided, unless approved by the Executive Director/designee.
2. Lost Receipts are to be documented on the Missing Receipt Affidavit and uploaded to Concur for the corresponding expense line item in the Concur credit card expense report.
3. If there are multiple instances of lost receipts, the corporate credit card may be revoked, and the cardholder may be subject to disciplinary action, up to and including termination of employment.

E. Incorrect or Disputed Charges

1. If the cardholder notices that a charge is incorrect or does not recognize a charge or the monthly account statements, the cardholder must contact the credit card company to dispute the charge within three business days. The credit card company will commence an investigation of the disputed charge.
 - a. If the charge is found to be incorrect, fraudulent, or billed in error, the credit card company will issue a credit.
 - b. If the charge is found to be legitimate, the charge will remain on the account statement.

2. The cardholder must upload a receipt or a Missing Receipt Affidavit to the corresponding expense line item in the Concur credit card expense report in order to document that the charge is in dispute.

V. Credit Card Expense Report Approver

- A. The credit card expense report approver is responsible for the following:
 1. Ensuring that each line item in the expense report has a valid receipt attached.
 2. Approving the expense report in a timely manner so that an accounts payable voucher can be created and posted to the general ledger during the month-end closing process.

VI. Fiscal Year-End Accrual Requirements

- A. All credit card charges that occur after the monthly statement cutoff date, but on or prior to June 30, must be accrued. For example, if the monthly statement cutoff date for June is June 25, then all charges that occurred from June 26 to June 30 would be accrued.
- B. The Accounting & Finance Department will provide a listing of all corporate credit card charges to be accrued to department managers.

VII. Use of Personal Credit & Debit Cards

- A. Authorized travel expenses should be paid using the corporate credit card whenever feasible.
- B. In the event that the use of the corporate credit card is not feasible, personal debit or credit cards are authorized for use by staff and student employees for authorized expenses.

Debra L. Hammond, Executive Director

Date