

CALIFORNIA STATE UNIVERSITY, FRESNO ASSOCIATION, INC.
Corporate Credit Card Policy

In the course of its business operations, the California State University, Fresno Association Inc. may provide certain employees with a corporate credit card as needed according to position responsibilities. The credit card is to be used exclusively for Association business. To ensure proper fiscal accountability, the following rules have been established for employee use of corporate credit cards.

PURPOSE

To establish the issuance, accounting, monitoring, retrieval and general oversight of the credit card use policy for the Association. Corporate credit cards are provided as a matter of convenience to facilitate the payment of expenses incurred for Association business purposes only. These credit cards are not to be used for personal purchases of any kind. Violations of this policy will result in loss of the privilege of having a corporate credit card.

POLICY

1. The Auxiliary Controller is designated to be responsible for the Association's payment card issuance, accounting, monitoring, retrieval and for general oversight of compliance with this credit card use policy.
2. Association credit cards may be used only by those authorized and only for the purchase of goods or services for the official business of the Association.
3. Association's credit cards may affect the card holder's personal credit as the accounts are joint liability with the Association.
4. MAXIMUM INDIVIDUAL EXPENDITURE: Corporate credit cards may be used for individual purchases up to \$2,000¹. Purchases exceeding this amount must have advance approval of the Executive Director prior to incurring the expenditure.
5. Purchases made via the credit card must comply with the Association's Procurement Policy. Credit cards should not be used to circumvent the normal system of procurement as defined in the Association's Procurement Policy.
6. Items that cannot be purchased with the credit card are cash advances, standard merchant category exclusions (e.g. liquor or tobacco products), or personal use.
7. An Association employee issued an Association credit card shall sign a Credit Card User Agreement form, thereby agreeing to abide by adopted Association Credit Card Policies. The cardholder is responsible for assuring that all credit card charges are accurate and consistent with policy guidelines.
8. All rewards or points earned from purchases made for Association business on Association credit cards will be the property of the Association and may only be redeemed for Association business needs. Should points or rewards be utilized for community relation

¹Exceptions for textbook and equipment purchases if approved by Executive Director.

expenses, a Community Relation form should be completed and approved by the Executive Director or Auxiliary Controller subsequent to the expenditure.

9. For travel expenses, the US Bank Corporate card issued by the University should be used. In all instances, the Association's Travel Policy and Procedures should be followed.
10. Refer to the Association's Accounts Payable Documentation of Expenditures Policy. All authorized users of Association credit cards shall submit documentation detailing the goods or services purchased, the cost of the goods or services, the date of the purchase and the official business for which it was purchased.
11. It is the policy of the Association that payments should be processed in a timely manner so as not to incur late fees or finance charges. Each employee who receives a monthly statement is personally responsible for ensuring that the statements and the approved authorization is received by the Association's Accounting Office at least 10 working days prior to the published payment due date. Repeated late fees or finance charges on the account may result in the loss of the employee's corporate credit card privileges.
12. Upon employee separation or termination of employment, that employee shall immediately return the credit card to the Auxiliary Controller. The Auxiliary Controller ho will immediately cancel the card with the issuer.
13. An authorized employee, who is issued a credit card is responsible for its protection and custody and shall immediately notify the bank card issuer, his/her supervisor and the Auxiliary Controller if the credit card is lost or stolen.
14. Auxiliary Accounting will follow established Accounts Payable internal control procedures for approval, documentation, and payment of credit card charges.
15. The Auxiliary Controller may close the credit card account if a card holder separates from Association employment, moves to a new position in which a credit card is not required, the card holder allows the card to be used by another individual, the card holder fails to provide the required receipts and supporting documentation in a timely manner resulting in late fees, or the card holder does not adhere to Association policies and procedures.
16. Unauthorized use of an Association credit card shall result in disciplinary measures to the fullest extent of the law.
17. EXCEPTIONS: No exception may be made to this policy without the written consent of the Executive Director.

I have received and read this policy and agree to comply with its terms.

Signature

Date

*Approved by Board of Directors: 4/29/08
Revised: 2/6/18*