

**Ursinus College Credit Card Policy**

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**Revised 08/04/15**

**Ursinus College Credit Card Policy**

**Purpose**

This policy (“Policy”) is intended as a guide for Ursinus College (the “College”) employees who have incurred College related travel, entertainment and certain business expenditures in the course of their responsibilities with credit cards issued by the College.

The responsibility to follow this Policy rests with the employee/cardholder, approving supervisor and the supervising senior officer (President or Vice President) who certifies compliance within these guidelines (or reasonable exceptions). Accordingly, any charges made on a College-issued credit card should be authorized for only reasonable and customary College-related expenses, which conform to Ursinus College policies, including but not limited to the Ursinus College Travel and Related Expense Policy, Gift Card Policy and Procurement Policy and Procedure (<http://www.ursinus.edu/netcommunity/page.aspx?pid=3305>). The burden of determining whether a particular expense is appropriate rests with each individual prior to incurring the expense. It’s incumbent on the individual to provide proper documentation supporting all expenditures charged to a College credit card.

**Responsibilities**

**Traveler/Employee**

As an Ursinus College cardholder you may be issued a credit card for your use for travel and conference related expenses, any emergency purchases for selected items with non-reoccurring vendors or where using a credit card is the only accepted means of completing a purchase. Whenever possible, all purchases should be directed through the College’s purchasing department. Purchasing may have vendor agreements in place which could result in additional discounts and will apply sales tax exemptions.

All credit cards are issued to individuals and are the property of the College to be used only for College related purchases and should not exceed pre-set spending limits. Only the credit card holder is entitled to use the credit card and will be responsible for all charges made on the card. Misappropriation of College funds may result in disciplinary action, including termination. The College has the authorization to deduct any improper credit card purchases from wages through payroll if the charge does not conform to the College Travel and Related Expense Policy. See attached credit cardholder agreement.

Receipts and supporting documentation must be provided for all credit card purchases which are submitted to the Business Office on a monthly basis (by the 15th of each month for all charges made in the prior month) along with department head/budget manager approval. All receipts must detail and explain the purchase/charge and comply with College policies. The expense account coding of all charges are entered through the JP Morgan Chase Smart Data On-line system on a monthly basis by the cardholder. Their website is <https://sdg2.mastercard.com/sdportal/home.view?locale=en_US&cobrandHost=chase>.

The cardholder is responsible for reconciling, disputing and resolving any discrepancies on their statement by contacting JP Morgan Chase at 866-491-9432 and the Associate Controller-Budgeting in the Business Office. If fraudulent activity is suspected on the credit card, JP Morgan Chase must be contacted immediately at 866-300-4911 in addition to the Business Office, extension 3786.

Credit cards should be kept in a secure place to prevent loss or theft. In the event the card is lost or stolen they must immediately notify JP Morgan Chase at 1-800-316-6056, as well as the Business Office.

**Authorizer/Approver**

Individuals authorized to approve business and travel expenditures of others are also responsible for the administration of this Policy along with other College related policies. They are responsible to:

* Verify that the traveler/employee attested to the above responsibilities;
* Attest that the purpose of the expense is valid and directly related to Ursinus College business;
* Request from the traveler further documentation or explanation for the expenses that appear to be excessive or unusual in relation to the nature of the business travel and;
* Approve employee expenditures on a timely basis.

Understand that while the Business Office may review and question business and/or travel expenses incurred, the primary responsibility for the appropriateness of expenditures rests with the traveler/employee and the individual responsible for approval of the expense reports.

**Business Office**

The Business Office reviews and accounts for business and travel expenses charged to credit cards. At its discretion, the Business Office may question and disallow any expense which is not consistent with the guidelines outlined in this Policy including the Ursinus College Travel and Related Expense Policy, Gift Card Policy and/or Procurement Policy and Procedure, for reasons such as:

* Information regarding business and/or travel expenses incurred, but not supported by accompanying supporting documentation, or does not include a detailed documented purpose;
* Expenses not reviewed/approved by the appropriate approver; or
* Expenses not in compliance with College policies.

The College’s adherence to this policy and other policies is routinely reviewed by external auditors.

**Issuance and Use of an Ursinus College Credit Card**

Credit cards are provided to Ursinus College employees on the recommendation of their supervisor and approval of the Vice President of Finance and Administration.  They are to be used primarily for college-related travel, entertainment or conference expenses.  In some cases, they may be used for emergency needs and other special procurement circumstances.

We encourage you to discuss any special procurement needs with the Purchasing Coordinator at extension 3597. Purchasing has created and nurtured relationships with both local and online vendors. As a result, the College receives discounted pricing, enhanced customer service, and utilizes its tax-exemption status when applicable. All purchases using a credit card should be within the guidelines of the College’s Credit Card policy, Ursinus College Travel and Related Expense Policy, Gift Card Policy and Procurement Policy and Procedure. Credit cards are for College travel, entertainment and business expenses. Any credit card holder failing to keep within these guidelines may have their credit card revoked. Credit cards may also be revoked due to a change of assignment, a departmental transfer or separation of employment. The College has the authorization to deduct any improper credit card purchases from wages through payroll per the signed credit cardholder agreement.

The JP Morgan Chase credit card has the College’s Pennsylvania tax ID number imprinted on the card. As a tax exempt organization in Pennsylvania, the College is exempt from certain sales tax. When doing business with Pennsylvania vendors, please notify the vendor of the ID number in order to have the PA sales tax waived. The College also has sales tax exemption agreements in New Jersey, New York and Florida. Please contact the Associate Controller-Accounting in the Business Office for a copy of the relevant certificate when traveling or doing business in those states.

Credit cards should not to be linked with any Pay Pal payment account. Nor may you purchase gift cards with your credit card.

To request a College credit card, please follow the link below and complete the requested information: <http://campusweb.ursinus.edu/intranet/apps/New%20Credit%20Card%20User%20Form/default.aspx>. Once your request is received by the Business Office it will be forwarded to the Vice President of Finance and Administration for approval. Once approved a credit card will be requested. Once your credit card has been received you will be notified to pick up your card. Any additional questions may be directed to the Business Office, Associate Controller-Budgeting, via email or telephone.

**Monthly Credit Card Activity/Documentation**

Credit card statements can be viewed anytime online through JP Morgan’s website: <https://sdg2.mastercard.com/sdportal/home.view?locale=en_US&cobrandHost=chase>. Access to the card holder statements is controlled within the Business Office.  Please notify us of any changes.

At the end of each calendar month, credit card holders are to review their online statements carefully, code each item with the appropriate general ledger account, provide project id (if applicable), and submit original, detailed receipts, purpose of the charge/trip and any other relevant documentation to the Budget Analyst in the Business Office.  If expenses are for entertainment, such as meals, documentation regarding the name and title of the attendees and purpose must be included. For additional information please refer to the Ursinus College Travel and Related Expense Policy. Print the credit card statement and attach all receipts and documentation and forward to the supervisor, budget manager, or VP for approval. Upon approval, the statement and all documentation are to be forwarded to the Business Office by the 15th of the month for prior month expenses.

**Undocumented Credit Card Expenditures**

The College is under ever-increasing scrutiny by auditors and the government.  As a result, we are required to be stringent in following and adhering to controls and procedures dictated by these external parties.  According to IRS regulations, as documented in [IRS Publications 463](http://www.irs.gov/pub/irs-pdf/p463.pdf) and [IRS Publication 535](http://www.irs.gov/pub/irs-pdf/p535.pdf), any unsubstantiated or unrelated charges that were paid on behalf of an employee must be reported as taxable income in Box 1 of the employee’s Form W-2.  Therefore, it is crucial that documentation for credit card charges be provided in a timely manner. The College requires that the documentation be received by the Business Office within 15 days from the end of the month in which the expenses have incurred. Undocumented amounts are the cardholder’s responsibility and may be subject to federal tax and other mandated withholding taxes.

**Lost or Stolen Cards**

Credit cards should be kept in a safe place. Please report lost or stolen credit cards to JP Morgan Chase (866-300-4911) immediately and notify the Associate Controller-Budgeting as soon as possible.

**Fraudulent Credit Card Charges**

The cardholder is responsible for reconciling, disputing and resolving any discrepancies on their statement by contacting the JP Morgan Chase at 888-297-0768 or 800-380-5540 and the Business Office. If a cardholder suspects any fraudulent activity on their credit card, they are to contact JP Morgan Chase at 866-300-4911 in addition to the Business Office.

**Credit Limits**

If a credit card holder experiences difficulties with their credit card while on the road, please contact JP Morgan Chase directly or Associate Controller-Budgeting in the Business Office.

Credit limits can be adjusted as needed, temporarily or permanently, with the approval of your supervisor and Vice President of Finance & Administration. Please forward your request to Associate Controller-Budgeting in the Business Office.

**SCHEDULE A**

**As also documented in the Ursinus College Travel and Entertainment Policy, the following are examples of expenses that are generally not reimbursable by the College unless approved by the supervising President or Vice President:**

* Airline, car rental and travel insurance in addition to the amount already provided through the College;
* Alcoholic beverages, except as appropriate to meetings related to fund raising, relationship cultivation, business meetings with non-employee guests or other business purposes;
* Annual fees for personal credit cards;
* Any portion of air travel, train travel, auto rental, mileage, hotel costs, or meals for personal use;
* Baby sitter fees, kennel costs, pet or house-sitting fees;
* Cellular or air phone usage (except when documented with an appropriate business purpose);
* Clothing;
* Doctor bills, medicine and other medical services;
* DVDs, in-room movies, and other entertainment related products;
* Gifts to others (unless it can be specifically documented that the gift was for a business purpose);
* Limousine services;
* Membership dues, including airline club dues and country club dues;
* Monthly internet line charges from an employee’s personal residence unless appropriate business purpose is documented;
* Personal entertainment (e.g. sporting events, movies, concerts, museums);
* Personal expenses such as magazines, snacks, haircuts, cigarettes, reading materials, toiletries, etc.;
* Sales taxes paid when exemptions are available.
* Saunas, massages or exercise facilities;
* Spouse/partner or other companion travel expenses, when the spouse or other companion’s presence is not required by the College;
* Theft, loss or damage to personal property not covered by the College’s insurance policies;
* Traffic fines, court costs, parking violations, automobile repairs, EZ-Pass violations;
* Transportation from home to office to home;
* Unused hotel or travel reservations not properly cancelled;
* Upgrades for air travel, hotel or car rental;
* Valet parking

**Credit Card Holder Agreement**

Ursinus College has partnered with JP Morgan Chase Bank in the administration of its College credit cards. As cardholder, you may be issued a credit card for your use for College related travel and entertainment related expenses, and any emergency purchases for selected materials or services with non reoccurring vendors. We ask, whenever possible, to direct payments through purchasing or accounts payable. Purchasing may have vendor agreements in place which could result in additional discounts and will apply sales tax exemptions. All College cards are issued to individuals and are the property of the College to be used only for College business. As a recipient of an Ursinus credit card, I agree to the following terms and conditions:

1. All purchases using a credit card will be within the guidelines of the College’s Credit Card, Travel and Related Expense, and Procurement policies, accessible through the College’s Business Office website. I will only use my credit card for travel and entertainment expenses or for making miscellaneous College purchases for items that cannot be processed through a purchase requisition or through accounts payable.
2. My credit card will only be used for College related purchases and will not exceed my pre-set spending limits. I understand this card will not be used for personal charges.
3. I understand that I am the only person entitled to use the card and I am responsible for all charges made on the card. I understand my card is not transferable and may not be used by anyone other than myself.
4. Misappropriation of College funds may result in disciplinary action, including termination. The College has the authorization to deduct any improper credit card purchases from my wages through payroll.
5. I am responsible for complying with internal control procedures in accordance with the Credit Card Policy.
6. I will maintain and provide original receipts and supporting documentation for all credit card purchases and provide them to the Business Office on a monthly basis (by the 15th of each month). All receipts must detail and explain the purchase. I will maintain the coding of all charges through the JP Morgan Chase Smart Data On-line system on a monthly basis.
7. I am responsible for reconciling, disputing and resolving any discrepancies on my statement by contacting JP Morgan Chase at 888-297-0768 or 800-380-5540 and the Business Office. If I suspect any fraudulent activity on my credit card, I will contact JP Morgan Chase at 866-300-4911 in addition to the Business Office.
8. I will keep my credit card in a secure place to prevent loss or theft. In the event the card is stolen or lost, I will immediately notify JP Morgan, 1-800-316-6056 and the Business Office.
9. I will not use my Ursinus credit card to link with any Pay Pal payment account.
10. I will not purchase gift cards with my credit card.
11. Where possible I will follow up to make sure any purchases are sales tax exempt.
12. If I fail to keep within, these guidelines I understand that my credit card may be revoked. My credit card may also be cancelled due to change of assignment, a department transfer or separation of employment.

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Cardholder Signature Cardholder Name Printed Date

I agree to monitor and review the purchases made by the cardholder to ensure they are in accordance with our credit/purchasing and purchasing policies in addition to any other Business Office and College policies. I will revoke the holder’s use of the card if they are not using the card as intended.

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Administrator Signature Administrator Name Printed Date