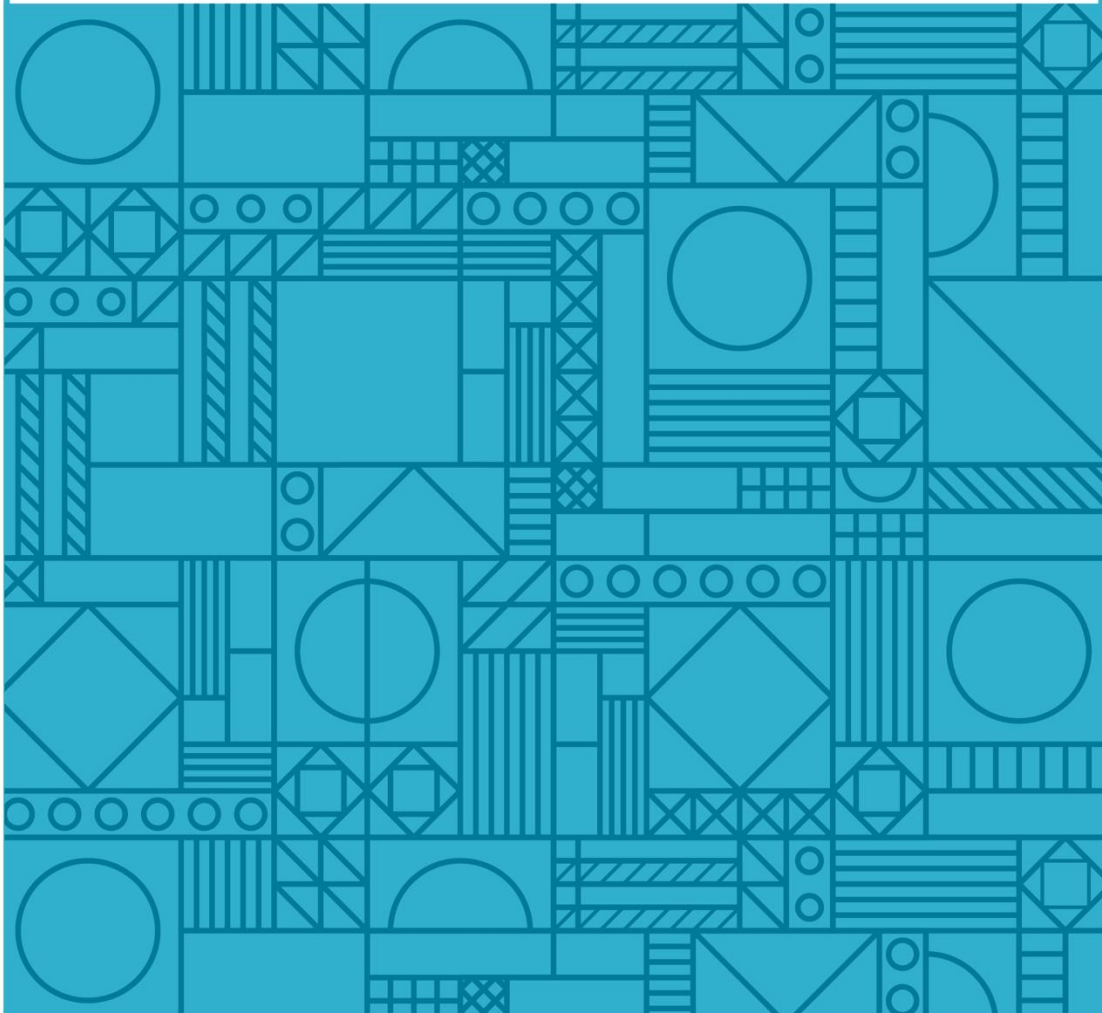


Corporate Credit Card



Policy and Procedure Manual

Card Services Branch of the Finance Department





Contents

Introduction 3

Purpose 3

Policy Statement 3

Definitions 3

Corporate Card Policies and Procedures 4

Card Protection Policies 5

Approver Policies 5

Reconciler Policies 6

Purchases and Receipt Tracking 6

Appropriate Corporate Card Purchases 7

Prohibited Corporate Card Purchases 7

Audit 8

Policy Violations 8

Corporate Card Services Responsibilities 8

Corporate Credit Card Policy and Procedure Manual

Introduction

The School of Visual Arts Corporate Card program facilitates the procurement of low dollar value items. The corporate card program eliminates most of the paperwork associated with College purchases that are less than \$500 per transaction.

Purpose

The purpose of this policy is to define the responsibility and the use of School of Visual Arts Corporate Credit Card (“corporate card” or “p-card”). The policy also serves to identify administrative reporting related to corporate card purchases, improve oversight effectiveness, reduce costs of payable processing and mitigate the risk of potential abuse (i.e., using it for personal gain, fraud or other unauthorized purposes).

Policy Statement

Full-time employees who are authorized to purchase goods under \$500 may request a corporate card; however, the Accounts Payable and Finance Department can impose more restrictive requirements and limits. Corporate cards are assigned to individuals. The individual whose name appears on the card is ultimately responsible for charges to that card. Corporate cards are to be used by the person to whom it is issued. Sharing corporate cards is strictly prohibited. Depending on the scope of misuse, SVA may pursue criminal action.

Purchases made with an SVA corporate card must only be for the use and benefit of the College. Use of the card should not circumvent the College Purchasing Policies; it is for low-dollar emergency purchases. Misuse of the corporate card may result in disciplinary action up to and including termination. The card service administrator will suspend card privileges when policies and procedures are not followed including when the card is shared, used for prohibited purchases, personal use, and/or for split transactions.

Definitions

Corporate Card: The SVA corporate card is a Wells Fargo Visa-branded credit card that is accepted by most suppliers and merchants. All charges will be paid monthly by the College and charged to the designated department.

Business Purpose: The business purpose adequately describes the expense as a necessary, reasonable and appropriate business expense that supports or advances the goals, objectives and mission of the College. The business purpose is the main intent of the transaction; it is the reason why the transaction occurred. It is a

statement that includes who benefits from the purchase, what was purchased and why the purchase was necessary.

Cardholder: The cardholder is the individual to whom the corporate card is issued.

Approver: The approver (s) are the individual (s) responsible for financial oversight and compliance with the College's purchasing guidelines. An approver may be the employee's manager, director, chair, the College's CFO and/or its EVP.

Reconciler: The reconciler is the individual that has been designated to perform reconciliations on the behalf of the cardholder.

Corporate Card Policies and Procedures

Requesting a Corporate Card

Any department head who wishes their staff member to have a corporate card must complete a p-card request form. The request form can be accessed on my.sva.edu under Finance/Forms/Employee Expenses ([clickhere](#)). Employees may not approve their own corporate card application. Completed and authorized corporate card application must be submitted to the corporate card administrator at cardservices@sva.edu.

Corporate Card Limits

The transaction limit for a single corporate card purchase is set at \$500 and the monthly spending limit for a corporate card is set at \$3,000. The transaction limit may be increased for special circumstances; for more information, email dmayer@sva.edu or cardservices@sva.edu.

Department Chair/Director Responsibilities

Directors and department chairs are expected to assess the need and request corporate card(s) based on operational requirements. They must also review and authorize the corporate card application of any employees they manage (see "Approver Policies," below).

Cardholder Responsibilities

Any employee who receives a corporate card must sign the Cardholder Agreement form acknowledging that they have reviewed and agree to comply with this and any related policies. Corporate cardholders must retain detailed receipts for purchases in accordance with the College's Travel and Expense Reimbursement Policy and Procedures.

Cardholders must safeguard their corporate card (see “Card Protection Policies,” below) use it only for appropriate purchases, review and monitor transactions, and comply with any additional card policies.

The cardholder must reconcile their monthly statement no later than the ninth day of the month and is required to review, code, attach, and forward receipts to their card approver at Wells Fargo Commercial Electronic Office (CEO). The reconciliation process may be conducted by a reconciler on behalf of the cardholder. Failure to comply with policy and procedure may result in suspension or revocation of cardholder’s privileges.

Card Protection Policies

- The cardholder is responsible for safeguarding their corporate card and is accountable for all purchases made using the card.
- Corporate cards may only be used by the designated cardholder; they may not be shared.
- The loss of a corporate card must be immediately reported to both Wells Fargo, by calling 1.800.932.0036 and the corporate card administrator (cardservices@sva.edu).
- The cardholder is responsible for monitoring all transactions and resolving any discrepancies with the related vendor(s).
- Cardholders who change departments at the College must notify the corporate card administrator (cardservices@sva.edu).
- The cardholder must promptly report any disputed charges to Wells Fargo.
- The corporate card account number may not be saved on any personal online accounts.

Approver Policies

- Any director or department chair whose staff member (s) use an SVA corporate card must review and approve all charges no later than the fifteenth day of the month to ensure transactions are bona fide business-related expenses.
- The approver must ensure that the restricted items listed on page 7 and 8 have not been purchased with a corporate card.

- The approver must ensure that proper documentation (e.g., receipts) is attached to the cardholder's statement.
- The approver must ensure the cardholder's compliance with all procedures for appropriate corporate card use.
- The approver must review the cardholder's corporate card activity on a regular basis.
- The approver must report any non-compliance and/or irregular activity immediately to the corporate card administrator (cardservices@sva.edu).
- The approver must reconcile the cardholder's final statement and ensure that all transactions are supported by receipts, if applicable.
- Directors and managers cannot approve their own corporate card activity.

Reconciler Policies

- The reconciler must complete the reconciliation process on behalf of the cardholder.

Purchases and Receipt Tracking

- The limit for a single corporate card transaction is \$500 whether one item or multiple items are purchased.
- Split transactions are prohibited. Split transactions occur when a single item costing more than the cardholder's single transaction limit is broken into two or more transactions to bypass the policy on transaction limits. The cardholder is responsible for ensuring that the vendor does not split a transaction greater than the \$500 limit into multiple smaller transactions.
- All receipts will be retained for seven (7) years by Wells Fargo in their online portal.
- Supporting documentation must be kept for each card transaction, showing the merchant's name, the date of the purchase, and the amount.
- Acceptable receipts for online purchases include an e-mail confirmation, shopping-cart list or quote. The information on the receipt should match any packing slips received as well as the corporate card charge.
- Receipts must be uploaded into Wells Fargo CCER and linked to the charge. The cardholder's supervisor will inform the cardholder of the department's or office's practice.

Appropriate Corporate Card Purchases

All emergency small-dollar purchases must be under the \$500 transaction limit; anything more must be procured through Resource Management (except when working abroad).

- Airfare/hotel/taxis (when traveling on College business)
- Catering for small departmental or office meetings
- Special occasion gift expenses in accordance with the college's Employee Travel, Entertainment and Business Expense Reimbursement Policy and Procedures can be no more than \$100 [click here](#)
- Emergency miscellaneous office/classroom/computer supplies and repairs under \$500 transaction limit (anything over the transaction limit must be procured through Resource Management)
- Memberships dues and conference registration fees for approved professional organizations under \$250 (anything over the transaction limit must be procured through Resource Management)
- Necessary rail and bus tickets for faculty, staff, and students. These purchases must follow SVA's travel policies and be properly documented.

*Note: Travel transactions purchased on a corporate card should not be included on the travel expense reimbursement form.

Prohibited Corporate Card Purchases

Purchases of certain goods and services are prohibited on the corporate card because it is subject to assets, insurance, liability and/or is personal to the cardholder. Therefore, the corporate card shall not be used for specific transactions.

- Personal coffee/tea/beverages (except when traveling on College business)
- Alcoholic beverages
- Cash advance
- Cell phone equipment should be procured through the Administrative Computing Dept.
- Newspaper and periodical subscriptions must be procured through Resource Management
- Amazon (corporate account is available through Resource Management)
- Construction/renovation expenses

- Consulting services
- Compensation for services (bartending/temp employment/guest lecturer/substitute instructor)
- Gasoline (except when traveling on College business)
- Gift cards are not permitted to employees, students and others as substitute for compensation. The purchase of gift cards is allowable in specific circumstances that have been approved in advance by the Office of the President. Gift cards shall only be acquired through Resource Management for the purpose of incentives for surveys.
- Furniture and equipment must be procured through Resource Management
- Personal goods and services that benefits the cardholder, does not constitute a legitimate business expense
- Personal commuter tickets
- Car rentals (except when traveling on College business)

Audit

All transactions and related recordkeeping are subject to audit by the compliance manager, internal audit, external audit, and audit by the federal government.

Policy Violations

Employees who violate this policy will be subject to disciplinary action, including termination. The employee is also responsible for financial restitution to SVA in accordance with applicable law. Depending on the scope of the violations, SVA may pursue criminal charges against the employee

Corporate Card Services Responsibilities

The corporate card administrator will be responsible for monitoring transactions made through the corporate card program. Monitoring includes reviewing card activity for misuse and compliance with the School of Visual Arts' policies and procedures. The administrator will additionally:

- Process corporate card applications.
- Cancel corporate cards when they are no longer needed.
- Run reports for audit analysis.
- Review and approve use of corporate cards for special circumstances.
- Suspend corporate card when cardholder violates the terms of the card agreement.

Acknowledgement of Agreement

I have received a corporate credit card, and I have read, understand and agree to the terms set forth in the Policy and Procedural Manual governing its use. I understand misuse or abuse of the corporate credit card or willful violation of the Policy and Procedural Manual may result in disciplinary action (including discharge), financial restitution to SVA, and possible criminal charges.

To the extent I am a supervisor and those in my chain of command have corporate credit cards, I understand that it is my responsibility to review and approve all charges, to report any violations of this Policy and Procedural Manual and that failure to fulfill these responsibilities could result in disciplinary action (including discharge).

Employee Name (Print)

Date

Employee Signature