

PURPOSE: TO PROVIDE INFORMATION TO BRENAU EMPLOYEES CONCERNING THE USE AND RESPONSIBILITIES ASSOCIATED WITH CORPORATE CREDIT CARDS.

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## **A. CHARGE CARD DISTRIBUTION**

### **1. CORPORATE CHARGE CARD DISTRIBUTION**

Appropriate faculty and staff managers may request a Brenau University credit card be issued to them through BB&T for use in conducting University business. To apply for the credit card the employee must complete a credit card application accessible through the Human Resources website. All applications must be submitted to the office of the Senior VP for Administration/CFO. The Senior VP for Administration/CFO will confer with the Vice President of Financial Services and the Controller to determine eligibility and the appropriate credit limit. At the present time there is no membership or annual fee. Should such fees become applicable, they will be expensed to the department holding the credit card.

Consideration is given to University employees who meet the following criteria:

- a. Employees who take at least 2 trips per year to conduct business on behalf of the University.
- b. Employees who spend more than \$500 per year on University associated air travel.
- c. Employees who incur University entertainment expenses of \$500 per year.

### **2. DEPARTMENT CARD DISTRIBUTION**

Specific departments may be authorized to have a Brenau University card in the department's name. The Senior VP for Administration/CFO will confer with the Vice President for Financial Services and the Controller to determine eligibility.

## **B. MISCELLANEOUS CARD DISTRIBUTION**

Faculty and staff who do not have a Brenau issued BB&T credit card may request the use of a miscellaneous Accounting Office credit card by submitting an email request to the Controller and their appropriate supervisor. The same chain of approval must be followed as is used with the electronic PO system.

## **C. USE OF CORPORATE CHARGE CARD**

Whenever possible, cardholders traveling on University business should use the BB&T credit card to pay for: air travel, lodging, car rental, meals and entertainment, miscellaneous travel & entertainment expenses.

## **D. MISCELLANEOUS USE**

The BB&T credit card is not designed to be used to avoid the University's purchase order system. Under circumstances preapproved by the Office of the Senior VP for Administration/CFO, some emergency miscellaneous purchases may be made with the card. These may include, but are not limited to: electronic equipment costing under \$200.00, emergency office supplies, maintenance supplies

(Purchases made on a card in an individual's name totaling \$250 or more require a PO. Purchases made on a departmental card totaling \$50 or more require a PO. Be sure that the

vendor used is BB&T and not the actual place of purchase.) Refer to FSG # 5-05 for additional information regarding purchase orders.

#### E. PERSONAL USE OF CORPORATE CHARGE CARD

Corporate credit cards MAY NOT be used for personal expenses under any circumstance.

#### F. CORPORATE CREDIT CARD BILLING AND PAYMENT RESPONSIBILITY

Each month the card holder will be provided with a copy of the BB&T billing statement. All receipts must be matched to charges listed on the statement and a reconciliation completed on the credit card expense form found on the Accounting Office website. If charges are related to travel, card holders are expected to also complete the University Travel and Expense form which is accessible on the Human Resources website.

After reconciliation and before submission to the Accounting Office, the statement must be signed by the cardholder as well as the supervising budget manager. A cardholder may not submit the statement for payment containing only his own signature. In cases where the cardholder is the ultimate budget supervisor, the statement should be signed by a university officer of comparable or greater rank.

Should any receipts be missing, an explanation of the expense(s) must be sent to the Senior VP for Administration/CFO who will review and determine appropriateness of the expense. The missing receipts are to be brought to the attention of the Senior VP for Administration /CFO by the approving supervisor. Any statement submitted for payment without the appropriate approval signatures, and the additional signature of the Senior VP for Administration /CFO for those statements that have missing receipts, will be returned to the cardholder without payment until the prescribed procedure is completed.

Reconciliation of billing statements must be done in a timely fashion. If the reconciled statement is not received by the due date assigned by the Accounting Office, a late fee may be charged to the cardholder.

#### G. REPORTING LOST/STOLEN CARDS

A lost or stolen corporate charge card must be reported as soon as the cardholder discovers it is missing. Data on stolen charge cards indicates that unauthorized use of stolen cards is greatest in the first few hours after the theft. To report a lost or stolen card, please call 1-800-397-1253 immediately. You should also notify the Brenau Controller of the occurrence as soon as possible.

#### H. CARDHOLDER EMPLOYEE TERMINATION

Upon termination of employment, all corporate cardholders must:

1. Return the card to Human Resources with all other University property prior to, or on the final day of employment.
2. Prior to, or on the final day of employment reconcile the account, pay any remaining balances and submit all receipts to the Accounting Office.