

**WASHINGTON COLLEGE
CORPORATE VISA CARD PROGRAM
POLICY AND PROCEDURES**



For information, contact the Corporate Card Administrator
410-778-7821
Washington College Business Office

Washington College Corporate Card Policy and Procedures

POLICY STATEMENT

The Washington College Corporate Visa Card program has been created to handle most types of purchases for college operations. Within the limits of this policy, cardholders can initiate transactions in person, by telephone or via the internet. The credit card program eliminates the need for most purchase orders, check requests, and other paperwork; expedites delivery of goods and provides quick payment to the vendor. Cardholders have online access to their account activity and will control allocation of charges to departmental accounts.

The Business Office is responsible for the administration of the college's credit card program.

The policy and related forms are available at businessoffice.washcoll.edu.

OBTAINING A CREDIT CARD

Eligible Cardholders: Faculty and Staff with appropriate approvals may obtain a credit card.

Application: Credit card application/change form and instructions can be found at <http://businessoffice.washcoll.edu> under credit cards.

Authorized Approval: Credit cards are issued to individuals. All applications must be authorized by the appropriate departmental budget supervisors.

CARDHOLDERS RESPONSIBILITIES

Authorized Use: The purchase of goods for the college and directly related to the cardholders employment responsibilities at the college.

The following credit card purchases are not permitted:

- Purchase of items for personal use
- Purchase of restricted commodities or services such as cash advances or gambling expenses
- Use of the card by anyone other than the authorized cardholder
- Purchase of goods and services for which college contracts exist (Computers, copiers, equipment maintenance, etc.)
- Capital expenditures (unless prior approval has been authorized in the capital budget)
- Construction (Unless approved by Sr. Vice President of Finance)
- Special Services: Including but not limited to independent contractors, performers, consultants, and speakers (1099 vendors)

Please direct any questions regarding a specific purchase to the departmental budget manager or the Corporate Card Administrator.

Although the card controls are designed to automatically limit unacceptable usage, it is the cardholder's responsibility to be aware of college policies to ensure that all purchases conform to these policies.

Card holders should be specifically familiar with the OIT Technology Purchasing Policy located at <http://oit.washcoll.edu/techpurchasing.php> **prior to making any technology purchases.**

If the cardholder violates policies and procedures, the cardholder may be subject to a warning letter, suspension of card privileges, card cancellation, or other disciplinary action by the college.

The card is a privilege granted to the individual by the college, so it is the duty of each cardholder to ensure the responsible use of college funds. The college will seek restitution for any inappropriate charges made to the card. Fraudulent or intentional misuse of the card will result in revocation of the card.

SALES TAX

Washington College is exempt from sales tax in the State of Maryland, and many other states. Cardholders are responsible for informing the vendor of the College's sales tax exemptions. The exemption information must be given to all vendors by the cardholder at the time of the transaction to exempt payment of sales tax. A copy of sales tax exemption certificates can be found at- <http://businessoffice.washcoll.edu/> under secure downloads.

CHARGES

The cardholder is responsible for all charges made to the card. A cardholder who makes unauthorized purchases may be liable for the total dollar amount of such purchases, plus any additional costs incurred in connection with the misuse.

CARD SECURITY

It is the cardholder's responsibility to safeguard the credit card and account number to the same degree that a cardholder safeguards his/her personal credit information. The cardholder must not allow anyone to use his/her account number or card.

Charges to the card may be made in person, by phone or via the internet. Under no circumstances should a card number be written on a fax order. If you need to fax an order, request that the vendor phone you to receive your credit card number.

LOST, STOLEN OR COMPROMISED CARD

If the card is lost or stolen or if the card has been compromised in any way, the cardholder must immediately notify the Bank's Customer Service at 1-800-VISA-911. The Bank's Customer Service Representatives are available 24 hours a day, 7 days a week. The College may be responsible for fraudulent charges if there is not a timely notice of a lost or stolen card. A new card shall be promptly issued to the cardholder after the reported loss or theft. The new card will

be delivered to the Business Office generally within 5-7 days. We will notify the cardholder via email when it arrives.

The Cardholder must also notify the Corporate Card Administrator (Business Office Accounting Manager) at 410-778-7821.

A card that is subsequently found by the cardholder after being reported lost or stolen should be cut in half and returned to the Business Office. Additionally, if the card is damaged, contact the Corporate Card Administrator directly, x7821.

RECORDKEEPING

Whenever a credit card purchase is made, whether over the counter, over the phone or over the internet, documentation must be retained as proof of the purchase. Such documentation will be used to verify the purchases listed on the cardholder's monthly statement of account. Charges for which there are no receipts may be considered taxable income to the cardholder according to IRS regulations.

Original documentation must be provided as support for all credit card charges. Documentation includes original itemized sales receipt, packing slips, on line order confirmations, invoices, cash register tapes, credit card slips, registration forms, etc. Proper records are critical to enable audit substantiation. A credit card slip by itself is not sufficient documentation; the detail must be attached. If proper recordkeeping is not met, credit card privileges may be revoked. The careful matching of complete support documentation by the cardholder to the monthly statement is vital to the success of this program.

When a receipt is lost or otherwise unavailable and all measures to obtain a copy have been exhausted, this Missing Receipt Declaration should be completed. It should be signed by the employee and the employee's supervisor and submitted with the monthly credit card statement. It can be found at <http://businessoffice.washcoll.edu/downloaddocuments.php>.

An email will be sent to the cardholder from the Business Office when the monthly account activity is ready to be reviewed. At that time all charges must be reviewed and verified. Cardholders will have approximately 10 days from receipt of the email to reconcile their accounts for the month, allocate in Intellilink and send the signed statement along with original receipts to the Business Office. Failure to do so may result in the card being revoked or suspended.

The website for Intellilink, tutorials to assist in the use of Intellilink and allocation due dates can be found at the Business Office webpage <http://businessoffice.washcoll.edu/creditcards.php>.

Disputed Charges:

Each card holder is responsible for resolving disputes directly with the merchant. Your first step is to contact the merchant to resolve the problem. If the cause for dispute occurs after the current billing cycle, contact the Corporate Card Administrator.

Credits and Returns:

The cardholder is responsible for ensuring that returns and their associated credits have been properly reflected on the monthly statements. The charge transaction will be processed in the month that it occurred and the credit processed the following month or when it is received. At no time may a cardholder request a refund check from the bank.

If purchased items or credits do not appear on the monthly statement within 60 days after the date of the transaction, the cardholder shall notify the Business Office's Card Administrator.

Rebates:

If a rebate is associated with a college credit card transaction, it is the cardholder's responsibility to deposit the full amount of the rebate against the account which was charged with the initial purchase. In addition, any gifts cards or other incentives received as a result of a credit card purchase must be used for college purposes. All supporting documentation should be retained by the cardholder as per the credit card policy.

DEPARTMENTAL RESPONSIBILITIES

Approval of Monthly Cardholders Purchases:

Each cardholder is responsible for maintaining adequate documentation of purchases. The cardholder shall review card activity each month to assure that all charges listed were approved and accurately posted. The department head and/or Budget Manager are responsible for ascertaining that all listed expenditures were made for college business. Online account management allows authorized faculty and staff members to allocate each charge to an account other than the default account during the reconciliation period each month, if necessary.

Verified and Signed Reports:

The department head/budget manager share responsibility with the cardholder for signing a summary report of transactions each month and forwarding the signed report, with all original supporting documentation to the Business Office. Department heads/budget managers must have their supervisor sign off on the summary report. The signatures indicate that the purchases are approved; that the cardholder was authorized to make the purchases and that the purchases were made in accordance with college policy. If temporarily restricted funds (20 funds) were used, the Budget Director must also approve the purchases.

Cardholders Separation:

Prior to separation from the college, the cardholder shall surrender the credit card and the current month's supporting documentation to his/her department head. The department head/budget manager immediately should notify the Business Office to cancel the card and indicate that the cardholder has separated from the college; the card should be cut in half and sent to the Business Office. The department head/budget manager is responsible for review of the final credit card statement and receipts.

Cardholder Absence:

Should the cardholder be unable to approve his/her monthly statement for an extended period of time, it is the responsibility of the cardholder's department head/budget manager to complete the monthly recordkeeping, including the review and approval of the monthly statement during the reconciliation period. The cardholder is still responsible for allocating the transactions in the visa information system.

BUSINESS OFFICE RESPONSIBILITIES

Audit:

The Business Office will conduct regular audits of card activity. The audit will entail a review of purchases, documentation and signatures. If any of this is not complete or not in compliance with the College procedures, the statements will be sent back to the cardholder for correction and/or further discussions.

Card Issuance:

The Business Office will issue cards to properly authorized individuals upon receipt of the completed application form.

Card Limits and Changes:

Each card is issued with certain vendor and dollar restrictions. The Business Office is responsible for any changes to those limits. The appropriate department head/budget manager needs to update the application/change form to request any changes to a cardholder's limits.

Card Deactivation:

The Business Office will permanently close credit card accounts upon notification of the cardholder's severance from the college.

After six or more months of card inactivity, cards may be inactivated. Inactivated cards can be reactivated by contacting the Business Office's Card Administrator.

With notice of administrative or personal misuse of the card, the Business Office will either disable or cancel the card as directed by the department head, budget manager, card administrator or the controller until there is a resolution.

Customized Controls:

Embedded into the card are default controls that have been put in place by the Business Office based on College policies and procedures. These controls cover transactions that will be declined if the cardholder attempts to complete a transaction for unallowable goods and services or any type of cash advances or ATM transactions.

Limits may also be set for spending for groups of cardholders, or for spending within certain merchant categories. Transactions that are attempted and fall outside of these limitations will be declined at the point of sale.

Cardholder status changes, including all of the above controls, are considered “routine cardholder maintenance” and can be updated by the Business Office upon request. These instances may include but are not limited to temporary increased limits or adjust mcc codes while traveling or during busy times.

Online access is available to individual card holder as well as a departmental designee for the purpose of reviewing, allocating and approving transactions.

Revised:
March 7, 2012