

HVERFORD

VISA & American Express Commercial Credit Card Policy

1. Haverford College has two commercial credit card programs for employees. **The VISA purchasing card program was established primarily to provide an efficient and cost effective method of purchasing goods and services that cost under \$2,500 for those employees responsible for repetitive and numerous College purchases. As a secondary purpose, those employees having a VISA card may use their card for travel related expenses.** Use of a commercial credit card eliminates the need for purchase orders or petty cash for these small dollar purchases. The program also consolidates the payment of all purchases into a single monthly invoice. The American Express credit card is available to those who travel extensively on College business.
2. Participation in the program requires the submission of an application signed by the department head. **Please note that both the VISA and the American Express applications must be approved by the Business Office, and that the Business Office will have the authority to deny an application if the intended use of the card is not considered to be warranted.** Purchasing cards may be issued to faculty, department heads and those designated by department heads to make purchases on behalf of the College. The credit limit for departmental designees is generally \$1,000 per transaction and \$10,000 per month. These limits can be increased up to \$2,500 and \$20,000 with the approval of the department head and the Business Office. Department heads and faculty would normally have the maximum credit limits. The American Express card has a monthly credit limit of \$20,000.
3. College credit cards are to be used for College related business only. **All purchases must be for a reasonable and prudent business expense of the College. Use of the card for personal purchases is strictly prohibited. Also prohibited are cash advances.** The card should also not be used for office supplies and equipment available through our Purchasing Department.
4. When using the credit card, please notify the vendor of the College's tax-exempt status and number (the College's tax-exempt number is 75-07453-8 and is listed on the card). If applicable, please direct the vendor to include your name and the complete delivery address (building and room) on the shipping label and packing list.
5. Detailed documentation is required for all expenses, other than lodging, \$50 or greater. According to IRS guidelines, an itemized receipt is **always** required for lodging expenses. Appropriate forms of documentation are itemized receipts, invoices, and on-line order confirmations that show the vendor, date, amount, and essential character of the expense; documentation must be retained as support and for reconciliation purposes. In the event of missing documentation or documentation which is insufficient to support an expense (other than lodging) the Credit Card/Missing Receipt Form should be filled out and submitted in the same manner as all other credit card expense documentation. Please note that expenses being assigned to a grant, regardless of the amount, should **always** have an appropriate form of documentation.
6. **Until 6/30/2017, cardholders will receive a monthly statement as an Action Item on Quali. This must be reviewed for accuracy and allocated to the correct account and object code within 20 days. Also, the business purpose must be included in the one of the following: line description, notes, or explanation section. Statements without an expressed business**

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purpose will be returned to the cardholder. A hard copy of the bank statement along with appropriate detailed documentation must be forwarded to the Business Office no later than the last business day of the month. Charges that do not have a receipt may be considered taxable income to the cardholder according to IRS regulations, and may result in a payroll deduction from the cardholder.

7. 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. **If a VISA purchasing card is lost or stolen, the Cardholder has the responsibility to immediately notify Bank of America at 1-888-449-2273 as well as the Business Office. Lost American Express cards should be reported immediately to 1-800-992-3404 and the Business Office.**

8. When an individual Cardholder leaves or retires from the College, the Business Office must be notified immediately by phone or email. The card must be returned to the department head and then forwarded cut in half to the Business Office.

9. The Business Office is responsible for the commercial credit card program and may revoke cardholder privileges in the event of any non-compliance with the above procedures. Repeated non-compliance will result in the credit card being cancelled. For further information, contact the Business Office or view the Business Office Website.

10. Each cardholder is responsible for resolving disputes with the merchant and if necessary with the credit card company.

11. Monthly credit card statement balances of \$1,000 or more need to be approved by the Business Office. Regardless of the amount, the Business Office may perform audits as necessary to ensure compliance with the business related intent of the purchase.