

# Corporate Credit Card Policy – Company Pay

## Summary

- The corporate card cannot be used for cash advances, personal or non-business related purchases or the purchase of alcohol
- All entities are tax-exempt. As such when using the credit card, the user should ensure that the vendor is provided with the tax-exempt forms and that, when possible, they are not charged state sales tax.
- Card numbers should not be distributed beyond the cardholder's designee and should not be saved in online accounts to which others have access.
- The cardholder is responsible for ensuring the credit card purchases are within budget and properly approved.
- Receipts need to be turned in to the finance department no later than one week of the closing date of the statement. Receipts must be taped to a sheet of 8.5 X 11" plain paper, with the amount matching the statement circled.
- Any receipts for meals or entertainment must clearly indicate the names of all persons attending the meal and the business purpose of the meeting.

## Background

The preferred payment method is through vendor invoices and corporate checks. This method allows for budget compliance and insures that the organization gets certain discounts and does not pay sales taxes. However, in some cases, this is not feasible for a variety of reasons. As such, select people are provided with corporate credit cards.

## Eligibility

Only personnel specifically authorized by the Chief Executive Officer are provided with corporate credit cards.

## Allowable Uses

Corporate credit cards are for business purposes only of the entity for which the card is issued (joint purchases related to multiple entities are acceptable). Corporate cards may not be used for cash advances for any reason. **Under no circumstances shall a school corporate card be used for the purchase of alcohol.** Corporate credit cards are not intended for purchases that can otherwise be paid for using corporate checks. Instead they are intended for vendors that do not accept corporate checks, purchases during travel or emergency purchases.

## Tax Exemption

All school entities are exempt from state sales tax. The documentation is available upon request from the finance department of school operations staff. All purchasers should provide this information to vendors at the time of purchase and do what is feasible to ensure that they are not paying state sales tax on purchases.

## **Card Number Security**

The person whose name the corporate credit card is in is solely responsible for all purchases on the card and ensuring that their credit card number is not used by unauthorized personnel. As such, the cardholder shall NOT share their card number with anyone other than their official designee. In addition, the credit card should not be stored in an online account that anyone other than the cardholder and their designee have access to.

## **Approvals**

All purchases with corporate cards are to be expressly approved by the card holder along with the budget manager (if different). No purchases shall be made for amounts not included in the entity's budget.

## **Statements**

Credit card statements are mailed directly to the finance department. The finance department then scans the statements and emails it to the card holder and their designee.

## **Receipts**

The credit card holder or their designee is responsible for receiving, printing and retaining all receipts related to credit card purchases. This includes receipts related to online purchases and restaurant purchases. The cardholder or their designee shall label all receipts with a description of what it is for to ensure proper coding by the finance department. **All receipts must be submitted to the finance department within one week of the closing date of their statement.** Original receipts should be sent by inter-office mail to the finance department (with a copy retained by the card holder or their designee). If time is an issue, receipts can be scanned and emailed or faxed to the accounting coordinator (please verify that the fax went through if this method is used) to meet the deadline and then the original receipts can be sent via inter-office mail at a later date. If a receipt is accidentally lost, a written description of the items and cost must be submitted by chief executive officer (or their designee) or the respective principal. Please understand that we routinely are audited on our credit cards and thus it is especially important that all food and large purchases are properly documented with the receipt.

## **Termination**

Upon the termination of employment of a cardholder for any reason, all cards must be cancelled and returned to the designated person, along with any other company owned items.

## **Policy Violations**

Violations of this policy may result in anything from a warning to cancellation of the card to termination, depending on the severity of the violation. The following is the progression of violations:

- A cash advance, use of the card for non-business purposes, or use of a school card for alcohol – Either cancellation of the card or termination, at the discretion of the Chief Executive Officer.
- Use of the card by an unauthorized person (or transaction) – Any instances will be reported to the Chief Executive Officer along with the cardholder and may result in termination.
- First minor offense: If all receipts are not provided by the deadline (receipts under \$25 exempted), a warning will be issued.

- Second minor offense within 6 months: If all receipts are not provided by the deadline (receipts under \$25 exempted) a second time, a second warning will be issued along with a reduction in the credit line.
- Third minor offense within 6 months: If all receipts are not provided by the deadline (receipts under \$25 exempted) a third time within 6 months, the card will be cancelled.

# Corporate Credit Card – Company Pay Policy Acknowledgement

## Primary Card Holder

I, \_\_\_\_\_, hereby acknowledge that I have received/am requested a corporate credit card in my name. I have been provided with and read the corporate credit card policy, and I understand that I am responsible for complying with the policy rules. I understand that violation of such policy may result in consequences including cancellation of my card or my termination.

I would like to designate \_\_\_\_\_ as an authorized user of my card.

\_\_\_\_\_  
Primary Card Holder Signature

\_\_\_\_\_  
Date

## Designee

I, \_\_\_\_\_, hereby acknowledge that I have been designated as a user of the primary card holder above. I understand that all charges that I make using the card will be approved by the primary card holder before I use the card. I have been provided with and read the corporate credit card policy, and I understand that I am responsible for complying with the policy rules. I understand that violation of such policy may result in consequences including cancellation of my card or my termination.

\_\_\_\_\_  
Designee Signature

\_\_\_\_\_  
Date

# Corporate Credit Card Policy – Employee Pay

## Summary

- The corporate card cannot be used for cash advances, non-business related purchased or the purchase of alcohol (alcohol will not be reimbursed)
- Both entities are tax-exempt. As such when using the credit card, the user should ensure that the vendor is provided with the tax-exempt forms and that, when possible, they are not charged state sales tax.
- Card numbers should not be distributed beyond the cardholder's designee and should not be saved in online accounts that others have access to.
- Expense reports along with the related receipts need to be turned in to the finance department in order to be reimbursed.

## Background

Some employees routinely make business purchases and would prefer to have a separate card for such purchases with the company's name on it. While the employee is 100% responsible for all charges on the card and paying the bills on time, in some cases the credit line will not count against their personal credit rating (although all failures to pay will).

## Eligibility

Only personnel specifically authorized by the Chief Executive Officer or Chief Financial Officer are provided with employee paid corporate credit cards. While the company can fill out the application on the employee's behalf, approval is dependent on the individual's credit score.

## Allowable Uses

Employee pay corporate credit cards are intended for business purposes only. Corporate cards may not be used for cash advances for any reason. Purchases of alcohol will not be reimbursed by a school. Corporate credit cards are not intended for purchases that can otherwise be paid for using corporate checks. Instead they are intended for vendors that do not accept corporate checks, purchases during travel or emergency purchases.

## Tax Exemption

All entities are exempt from state sales tax. The documentation is available upon request from the finance department of school operations staff. All purchasers should provide this information to vendors at the time of purchase and do what is feasible to ensure that they are not paying state sales tax on purchases.

## Card Number Security

Employee pay corporate credit cards should be treated like other personal credit cards. The person whose name the corporate credit card is in is solely responsible for all purchases on the card and ensuring that their credit card number is not used by unauthorized personnel. As such, it is recommended that the cardholder not share their card number with anyone other than their official designee. It is also recommended that the credit card not be stored in an online account that anyone other than the cardholder and their designee have access to.

**Bill Payment**

The cardholder is solely responsible for the payment of employee pay corporate credit cards, along with any late fees and finance charges.

**Expense Reimbursement**

The cardholder (or their designee) must file an expense report in accordance with expense reimbursement policies in order to get reimbursed for any purchases on their employee pay corporate credit card. The expense reimbursement policy requires receipts for purchases along with the approval of the employee and their manager. The credit card holder or their designee is responsible for receiving, printing and retaining all receipts related to credit card purchases. This includes receipts related to online purchases, and restaurant purchases. Typically reimbursements for properly completed and approved expense reports are mailed within two weeks of submission.

**Statements**

Credit card statements may be mailed to either the individual or to the finance department (if the employee prefers to view statements on line).

**Termination**

Upon the termination of employment of a cardholder for any reason, all cards must be returned to the designated person, along with any other company owned items.

**Policy Violations**

Violations of this policy may result in anything from a warning to cancellation of the card to termination, depending on the severity of the violation. Because charges are only reimbursed when evidenced by a receipt and properly approved, failure to provide receipts will mean that the employee will NOT be paid for such charges.

# Corporate Credit Card – Employee Pay Policy Acknowledgement

## Primary Card Holder

I, \_\_\_\_\_, hereby acknowledge that I have received/am requested a employee pay corporate credit card in my name. I have been provided with and read the corporate credit card policy, and I understand that I am responsible for complying with the policy rules. I understand that violation of such policy may result in consequences including cancellation of my card or my termination.

I would like to designate \_\_\_\_\_ as an authorized user of my card.

\_\_\_\_\_  
Primary Card Holder Signature

\_\_\_\_\_  
Date

## Designee

I, \_\_\_\_\_, hereby acknowledge that I have been designated as a user of the primary card holder above. I understand that all charges that I make using the card will be approved by the primary card holder before I use the card. I have been provided with and read the corporate credit card policy, and I understand that I am responsible for complying with the policy rules. I understand that violation of such policy may result in consequences including cancellation of my card or my termination.

\_\_\_\_\_  
Designee Signature

\_\_\_\_\_  
Date