



PRESBYTERIAN COLLEGE Credit Card Program Policies

Why do we have a College Credit Card?

The Presbyterian College Credit Card is used for business purchases of goods and services, including travel and entertainment. It is targeted at travel and low dollar purchases, which account for a high percentage of the college's financial transactions each year. The use of college credit cards will:

- Enhance the purchasing options offered to departments;
- Reduce the need for petty cash;
- Expedite delivery of goods or services;
- Reduce payment processing time and expense;
- Streamline the small dollar purchasing process.

Who May Receive a College Credit Card?

A credit card may be issued to any anyone who obtains the appropriate officer approval. Applications may be obtained from the business office web site.

What Kinds of Purchases Are Authorized?

Purchases of goods and services made with a college credit card must:

- Be for business use only;
- Be pre-approved per the college's pre-approval process (see attached)
- Comply with college purchasing policies and your department's policies;
- Comply with IRS requirement for documentation
 - All receipts for purchases must be retained, attached to the paper credit card statement, and forwarded monthly to the business office

Travel and Entertainment Expenses paid for with a college credit card must:

- Be pre-approved per the college's pre-approval process (see attached)
- Comply with IRS requirements for documentation
 - Documentation must include an explanation of Who, What, When, Where, and Why
 - All receipts for travel and entertainment must be retained, attached to the paper credit card statement, and forwarded monthly to the business office

Caution: *Cash advances will not be allowed. The College has authorized the bank to encode your card so that it will not be accepted for certain types of goods or services. Transactions cannot exceed the single transaction dollar limit or the monthly dollar limit set by the cardholder's director or officer.*

What are the Monthly Procedures?

Each credit card issued will have a default college Orgn/Dept number assigned to it. Account numbers will default from the type of merchant paid with the college credit card. (Ex. Purchases from US Airways will default to 6601 - Travel) Within 24-48 hours after a charge has been made, the bank will post the transaction to Paymentnet.com. The employee will then be able to change the default accounting information for each transaction through Paymentnet.com. **Changes must be made by the 20th of every month.** Charges will be posted to your department each month from the information on the Paymentnet web site.

Attach all receipts to the paper statement, have the statement approved, and forward it to the business office by the 20th of every month.

Improper use will lead to disciplinary action as well as revocation of the college credit card.

How to get pre-approval for

- Any expenditure for goods, services, or travel that you expect to cost more than \$500
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- **Use a Check Request Form** (2 parts) *if and only if* a check is needed in advance. Obviously, you must know the exact amount, since you are requesting a check. In general, allow three weeks lead-time: 1 week to get approval and 2 weeks to get the check cut. Be sure to get the social security number or tax ID number of the payee. Forms for that purpose are available from Accounts Payable (x8210).

(Tip: Speakers and other performers often want payment on the date of their visit, but do not know their travel expenses three weeks in advance. If you need to make such arrangements, contact Accounts Payable well in advance for advice on how PC recommends handling these matters.)

OR (and the following is the preferred method)

- **Use a Purchase Order Form** (“PO,” 4 parts) if the vendor will bill us, or if you plan to use a college credit card or pay for the purchase and request reimbursement after the fact. Early estimates are *much* better than accurate amounts on a “last-minute” PO. The check will be cut from an invoice, delivered after the fact. Allow adequate lead time to get the required approvals before you need to place the order or book the trip.

If using a College credit card, write “CREDIT CARD PURCHASE” on the Shipping Instructions line.

In either case, send all copies of the form to your department head (if applicable) for approval. The department head should forward all copies of the form to the relevant officer.

If a PO is approved, the officer will send you back two copies. You may then make the purchase. If PC will be billed, give the vendor the PO *number*. When the invoice or credit card statement arrives, sign it to indicate we have received what we ordered and thus can pay the vendor. Attach any receipts, **and a copy of the PO**, and forward as follows.

- Invoices: to Accounts Payable, ext. 8210
- Credit card statements: Linda Dasher, Business Office, ext. 8208, lpdasher

If a check request is approved, the check can be in your box on Thursday, provided Accounts Payable receives the approved request no later than noon, Monday.

We’re all human. If you slip up and order without an approved PO, simply forward the signed invoice or credit card statement *directly to the officer responsible*, clearly noting those items for which no pre-approval was obtained. The officer will sign and forward to the business office.

Plan ahead! People need lead time to make decisions on approvals. If checks are needed in advance, remember that takes added time. Look 3 – 4 weeks ahead on your calendar.

Purchase Orders and Check Request Forms are available from most building and departmental secretaries.
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