



## POLICY FOR CREDIT CARD USAGE

### A. Introduction

Suffolk County Community College (“College”) issues and permits the use of credit cards for College business purposes, including procuring goods or services, and facilitating the official activities of certain College personnel. This policy is designed to identify the individuals who are authorized to use College-issued credit cards, provide dollar limits for purchases; describe the types of purchases permitted and the documentation required to support the purchases; establish control procedures over the custody of College-issued credit cards and the monitoring of their use; and the methods employed to recover moneys from any improper use of College-issued credit cards.

### B. Use of Credit Cards By College Employees for Procurement

1. The Vice President for Business and Financial Affairs and the Administrative Director of Business Operations, only, are authorized to have a credit card issued in their own names on behalf of the College in order to facilitate the procurement of goods and/or services, in accordance with the College’s Procurement Policy.
2. The credit line for such credit card shall not exceed \$50,000.
3. The dollar limit for any single purchase made utilizing such credit card shall not exceed \$5,000, unless approved by the Executive Vice President or College General Counsel.
4. Such credit card may only be used under circumstances where standard procurement practices cannot practically or reasonably be followed, such as when a vendor/service provider indicates that it will **only** accept payment for goods and/or services by credit card, or when payment by credit card provides a financial advantage or benefit to the College. In such case, the requesting office or department shall submit the following to the Administrative Director of Business Operations for final approval:
  - a. A letter on vendor/service provider letterhead, a statement on a vendor’s/service provider’s website, or an email from such vendor/service provider, attesting that payment may only be made by credit card or identifying the financial advantage or benefit provided to the College by making payment by credit card;
  - b. The *Credit Card Budget Allocation Form*, signed by the Campus Business Officer, which provides necessary information for the proposed purchase.

5. Any purchases made with such credit card shall be supported by documentation which demonstrates the nature and validity of such purchases, including, but not limited to, order forms, itemized receipts and packing slips. Such documentation must be retained as records by the Office of Business and Financial Affairs.

6. The credit card user shall immediately notify the Office of Business and Financial Affairs upon receipt of the goods and/or services purchased.

7. Late payment fees resulting from the failure of the requesting individual to so notify the Office of Business and Financial Affairs of receipt of the goods and/or services will be charged to such department or office.

8. The credit card shall be kept in a secure location. Access to such location shall be limited to the Vice President for Business and Financial Affairs and the Administrative Director of Business Operations and his/her designee.

### **C. Use of Credit Cards by College Officials for College Business**

1. In addition to the above, the use of credit cards shall be restricted to the College President and the Chairperson of the Board of Trustees. Such credit cards shall be issued to such College officials in their own names on behalf of the College, and shall be held in their personal custody.

2. The credit line for the credit card issued to the College President shall not exceed \$10,000.

3. The credit line for the credit card issued to the Chairperson of the Board of Trustees shall not exceed \$10,000.

4. The dollar limit for any single purchase made utilizing such credit card shall not exceed \$2,500.

5. The types of purchases which may be made by such College official shall be limited to his / her own reasonable and necessary expenses incurred for official College business, including, but not limited to, transportation, meals and lodging.

6. Any purchases made with such credit card shall be supported by documentation submitted to the Office for Business and Financial Affairs within ten (10) business days of such use which demonstrates the nature and validity of such purchases, including, but not limited to, order forms, itemized receipts, and bills.

### **D. Store Credit Cards**

1. Credit cards issued by *The Home Depot* and *Lowes* may be utilized by the employees serving in the titles listed below. Designees of these employees may be also authorized to utilize store credit cards upon said employees' prior written authorization.

- a. Director of Plant Operations
- b. Director of Fire and Public Safety
- c. Executive Director of Facilities / Technical Support
- d. College Associate Dean of Athletics & Special Events
- e. Academic Chair, Department of Biology
- f. Administrative Director of Business Operations

2. Store credit cards may only be used to purchase goods which are not readily available through SharkMart. Any such goods may only be purchased when necessary to ensure continuity of College operations. A single transaction using a store credit card may not exceed \$200.

3. Equipment, as that term is defined by the Office of Business and Financial Affairs, may not be purchased by store credit card.

4. Prior to making a purchase utilizing a store credit card, the [Store Credit Card Approval Form](#) must be submitted to, and approved by, the Administrative Director of Business Operations or his/her designee.

#### **E. Monitoring Credit Card Use**

The Office of Business and Financial Affairs shall be responsible to monitor the use of credit cards and to ensure full compliance with this policy.

#### **F. Improper Use of Credit Cards**

1. Individuals authorized to use a College or store credit card shall be deemed to consent to accept financial responsibility for any inappropriate use of the credit card by that individual.

2. Any improper or unauthorized use of College or store credit cards by any College employee or official may subject such employee or official to appropriate disciplinary measures, including, but not limited to, restitution to the College.

**Board of Trustees  
April 21, 2022**