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 for Procurement

1. The Administrative Director of Business Operations, only, is authorized to have a credit card issued in his/her name 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 $30,000.

3. The dollar limit for any single purchase made utilizing such credit card shall not exceed $5,000.

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. In such case, the requesting office or department shall submit the following to the Administrative Director of Business Operations:

   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;

   b. The Credit Card Budget Allocation Form (available at www.creditcardallocationform.pdf) and 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 requesting individual 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

1. In addition to the above, the use of credit cards shall be restricted to the College President, the Chairperson of the Board of Trustees, and the College Executive Vice President. 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 credit line for the credit card issued to the College Executive Vice President shall not exceed $5,000.

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

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

7. 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 bills.

D. Monitoring Credit Card Use

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

E. Improper Use of Credit Cards

1. Individuals authorized to use a College 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 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
August 16, 2012