



<b>Policy Number and Title:</b>	<b>200.106 Credit Card Policy</b>		
<b>Approval Authority:</b>	President	<b>Date Effective:</b>	July 1, 2015
<b>Responsible Office:</b>	Accounting	<b>Responsible Office Contact:</b>	Vice President for Business and Finance

**1. POLICY STATEMENT/REASON FOR POLICY**

The purpose of this policy is to establish the requirements for obtaining and using a College credit card and provide an efficient, cost-effective method of paying for College-related travel and other business expenses.

**2. ENTITIES AFFECTED BY THIS POLICY**

All employees at BMCC.

**3. WHO SHOULD READ THIS POLICY**

All employees at BMCC.

**4. WEB SITE ADDRESS FOR THIS POLICY**

-This policy can be found at:

<http://www.bmcc.edu/about-bmcc/governance-administration/college-policies>

**5. FORMS/INSTRUCTIONS**

No forms required.

**6. HISTORY**

-Amended: July 1, 2015

-Next Review Date: July 1, 2018

-BMCC reserves the right to revise policies at any time.

## 7. THE POLICY

### BAY MILLS COMMUNITY COLLEGE CREDIT CARD POLICY

#### PURPOSE

The purpose of this policy is to establish the requirements for obtaining and using a College credit card and provide an efficient, cost-effective method of paying for College-related travel and other business expenses.

#### POLICY PROCEDURES AND REQUIREMENTS

##### **I. Obtaining a Credit Card**

- A. Credit cards are provided to employees and contractors in rare circumstances upon recommendation by the College President and approval by the Board of Regents.
- B. The spending limit is set at a default amount of \$2,000 per month (unless otherwise stated on the credit card application), which must be approved by the College President.
- C. Although the credit card is issued in the individual's name, it is a Bay Mills Community College credit card and can only be used for expenses relating to College business. The individual must sign the back of the card, and is responsible for the card's security and the transactions made with the card.
- D. The individual receiving the credit card must abide by these policy requirements; failure to comply will result in loss of credit card privilege.

##### **II. Card Usage**

- A. The individual may use the credit card for College-related travel and other business expenses at any location that accepts VISA.
- B. The individual is responsible for obtaining an itemized receipt for all transactions. For example, a hotel receipt should list the room charge, taxes and fees, and any other charges separately rather than a total charge.
- C. In addition to the itemized receipt, the IRS requires that meals attended by more than 1 person include the name(s) of the individuals present, their business relationship, and the business purpose. The College has developed a Business Meal Form that must also be completed to meet these substantiation requirements.

##### **III. Reconciliation and Payment**

- A. Each month, the cardholder will complete a Credit Card Expense Report which identifies all card transactions incurred to the 16<sup>th</sup> of the month. The cardholder must list all transactions, describe the business purpose, attach the itemized receipts, and sign the statement. The cardholder's supervisor must review and approve all transactions and sign the statement before bringing it to the Accounting Office.
- B. The Accounting Office will compare the Credit Card Expense Report to the monthly credit card statement and if they agree, will process the bill for payment. If there is a discrepancy, the Accounting Office will contact the cardholder for resolution.
- C. If an item on the statement is not an authorized charge (e.g., cardholder did not make the transaction, incorrect amount, etc.), the cardholder must contact the vendor to resolve the error. If the vendor agrees that an error has been made, the account will be credited. The disputed transaction should be identified on the statement as a reminder that the item is pending resolution.

- D. If the vendor does not agree that an error has been made, the Accounting Office will notify Soo Co-op Credit Union to dispute the charge.

**IV. Lost or Stolen Card and Return of Card**

- A. The individual issued the credit card is responsible for its protection and custody and shall immediately notify the Accounting Office if the credit card is lost, stolen, or the subject of suspected credit card fraud.
- B. The credit card must be returned to the Accounting Office upon termination of employment or service with the College.