

## **CENTENARY COLLEGE OF LOUISIANA Credit Card Policy and Cardholder Agreement**

### **Introduction:**

Centenary College of Louisiana (“College”) has entered into an agreement with Origin Bank (“Bank”) that provides qualified employees with a Purchasing/Credit Card to purchase low cost materials and services. Using the Purchasing/Credit Card benefits the College and Cardholder through:

- Promptly paying our suppliers
- Reducing overall processing costs
- Decentralizing purchasing responsibility

The policies contained in this agreement, as well as any verbal communication with administration pertaining to the program, must be followed by the Cardholders as guidelines for conducting College business. Policy violations may result in revocation of Cardholder privileges, garnishment of pay, and possible disciplinary action up to termination.

### **General Policy Guidelines:**

**Ownership and Cancellation of the Purchasing Card:** The Purchasing/Credit Card remains the property of the Bank. It may not be transferred or assigned to anyone other than the designated Cardholder. The cardholder is responsible for all charges made to the purchasing card. The Bank or the College may suspend or cancel Cardholder privileges at any time for any reason. The Cardholder will surrender the Purchasing/Credit Card upon request. Use of the Purchasing/Credit Card or account after notice of its cancellation may be fraudulent and may cause the Bank to take legal action against you.

**Allocation of Origin Bank Credit Cards:** Credit cards will only be issued to employees who are able to demonstrate that the issue of a card will aid in the effective and efficient exercise of their official duties. Factors that will influence the decision to issue a card to an employee include: the nature and extent of minor purchases of goods and services that may be undertaken (including internet purchases); the frequency and nature of domestic travel that may be undertaken in the course of official duties and the need to meet the cost of official “out of pocket” expenses (including certain approved recruitment/entertainment/hospitality cost).

**Spending Limits:** The Credit Card spending limits will be established by the Vice President of Finance and Administration and may not be exceeded. You may request your credit card limits via the Credit Card Request form and give an in depth explanation for said requested limits. Centenary College of Louisiana has the right to reduce your limits and/or restrict your usage at any time.

**Wage Deductions Associated with Improper Use of College-Issued Credit Cards:** Any personal purchases (i.e., transactions for the benefit of anyone or anything other than the College) are in violation of this policy and will be considered as an advance of future wages payable to the card holder. The College may deduct any violating charges from the card holder’s next paycheck. If there is a balance remaining after such deduction, the College may deduct the balance of the wage advance from future paychecks until the amount is repaid in full. If any non-personal transactions violate the policy in question, i.e., incur financial liability on the behalf of the College that is not within the card

holder's scope of duties or authorization to make business-related purchases, the card holder will be financially responsible for any such expenses and agrees to reimburse the College via wage deductions for such amounts until the unauthorized amounts are fully repaid. Such deductions will be in the amount of the unauthorized purchase(s), but if such amount would take the card holder's pay below minimum wage for the workweek in question, the deductions will be in two or more equal increments that will not take the card holder's pay below minimum wage for any workweek involved.

**Penalties:**

- 1<sup>st</sup> Violation: A written warning will be issued to the cardholder.
- 2<sup>nd</sup> Violation: A written warning will be issued to the cardholder, supervisor/budget manager, and cabinet member.
- 3<sup>rd</sup>: Violation: Credit Card will be suspended and violating charges will be deducted from the card holder's next paycheck.

**Disallowed College Credit Card Purchases:** The following list of disallowed charges is not meant to be comprehensive but should provide the user with guidance on the appropriateness of charges. Request for exceptions must be approved, in writing, by the Vice President for Finance and Administration prior to purchase.

1. Personal Subscription Services (For example: magazine or publication subscriptions and subscription services to organizations such as LinkedIn are not allowable.)
2. Gift Cards (These should be processed through check request as an advance.)
3. Parking or Traffic Violations
4. Airline Clubs
5. Personal Entertainment – (movies, books, magazines, etc.)
6. Childcare Expenses and Pet Boarding
7. Conference Tours
8. Fees involved by extending the trip for personal vacation
9. Lost or Stolen Property
10. Contractual Services
11. Tobacco Products
12. Cash Advances
13. Fines
14. Electronics (computers, laptops, ipads, tablets, printers, fax machines, copy machines, etc)(must contact the IT Department before ordering directly)(IT Department email approval to order directly must be attached to receipt of purchase)

**Allowable Charges:**

The following is a list of allowed charges for the College credit card. This list is not meant to be comprehensive but should provide the user with guidance on the appropriateness of charges.

1. Airfare/Rail
2. One alcoholic drink per meal, or one bottle for three or more attendees
3. Business Meals with External Business Community Members. (This will include local business meals.)
4. Car Rental
5. Car Service
6. Checked Baggage Fees
7. Conference Registration

8. Flight Insurance (With Cabinet level approval)
9. Gasoline
10. Hotel Expenditures
11. Membership Dues to Professional Organizations (For example: NACUBO, IIA, NASPA, UPCEA. Please note that only membership dues are allowable. Personal expenses incurred during business transactions are exceptions, but the employee is responsible for identifying and paying these costs upon receipt of the statement. Personal subscription services are specifically disallowed in item #1 of the Disallowed Charge list.)
12. On or Off-Campus Lunches/Entertainment up to \$500 with only faculty, staff, and/or students present will be allowed on the credit card. (Each divisional Vice President will have the authority to approve parties within the division, which contribute to the mission of the unit. This approval would allow for the purchase of small refreshments.) Credit cards should not be used for catering unless it is the only payment method accepted and even then, a contract with the catering company must be attached and proof of insurance presented to the Business Office.
13. On-line Job Advertisements (Please contact Human Resources Department to place job advertisements with vendors that accept only credit cards.
14. Operational/Instructional Supplies and Equipment
15. Parking
16. Professional Subscription Services
17. Restaurants and Food Marts (**conducting business for Centenary College**)
18. Shuttles
19. Taxi Cabs
20. Tolls
21. Webinars

**Internet Purchasing:** In making Internet purchases the cardholder should exercise caution. A credit card payment should only be made where the provider has encryption on their site – this can be established by checking if there is a padlock image at the bottom of the browser when visiting the merchant’s site. Encryption ensures that information sent (e.g. the Credit Card Number) cannot be intercepted over the Internet. Cardholders using the Internet must carefully scrutinize their credit card statements for any suspicious transactions. If a suspicious transaction is noted the bank needs to be notified within fourteen days from the date of the statement. If a transaction is found to be invalid the Institute will not be held liable for the payment. A copy of all online transactions (including Tax Invoices) should be printed out as proof of purchase to facilitate validation of amounts listed on statements.

**Payment:** Credit card statements and receipts are due to the business office **no later than the 16th of each month**. If you wish to access your credit card statement before it arrives in the mail, you may register online at [www.mycardstatement.com](http://www.mycardstatement.com) to view your statement electronically. You will then be able to access and print your statement by the 6th of each month. Once charges are made to the credit card, the department and/or cardholder are responsible for the timely and complete payment of those charges. All credit card statements require the Approving Officials authorization prior to submission to the Business Office. An Approving Official is defined as a Department Head or Higher Official that is designated to certify the monthly charges resulting from the cardholder’s transaction and conduct a review of the statement prior to approval.

Centenary College of Louisiana Business Office reserves the right to charge departmental accounts for any and all outstanding card balances.

## Certify Process

1. Cardholder will login in to [www.certify.com](http://www.certify.com) and receive an email that a scheduled expense report has been generated on the 6th of each month for the prior month's credit card expenses.
2. Cardholder will login in to to review their Origin credit card statement and compare it to their Certify draft expense report.
3. Cardholder will match receipts from their certify wallet to the scheduled expense report.
4. Cardholder will assign FOAPALS to each transaction using Certify.
5. Cardholder will send report for approval using Certify. Approved expense reports will be forwarded to accounting (Business Office) by the 16th using Certify
  1. Itemized receipts must be retained, attached to an 8 x 10 sheet of paper (as needed) and include a detailed description of the expense. In the case of meals and entertainment, each receipt must include the names of all persons involved in the purchase, and a brief description of the business purpose in accordance with Internal Revenue Service regulations.
  2. The business purpose of the transaction must be clearly identified on the receipt. For example, an explanation of "food purchased for staff meeting" would be insufficient. The description should include the names of each individual present (if less than 10 people are present) and an explanation must be provided that clearly identifies the need for the event and the benefit to the College. An example of an appropriate description is, "On-campus lunch meeting with XXXXX faculty members to discuss upcoming changes in the curriculum to XXXXX program." If there is insufficient space for a comprehensive description on a form line, please continue the description on the lines below as needed.
  3. It is the cardholder's responsibility to obtain all receipts. Every effort must be made to obtain receipts (i.e. if you have lost the receipt call the vendor and ask for a duplicate receipt). Credit card statements sent to Business Office by cardholder's without the proper receipts attached will be notified and expected to provide receipts immediately. Missing receipts will no longer be accepted.
  4. Each statement must have the signature of the approving official in addition to the signature of the cardholder. Approving official cannot be the card holder.
  5. If merchandise is returned for credit or exchange, the cardholder is responsible for obtaining a credit/exchange receipt from the merchant and retaining that receipt with the support documentation for that purchase. Receiving cash or checks from the vendor to resolve a credit is prohibited. **If a company sends you a credit refund check, immediately turn the check to the business office to post back to the department's account that has the expense.**
  6. Cardholders are accountable for all charges made with their corporate credit cards and are responsible for checking all transactions against the corresponding support documentation to verify their accuracy and propriety. Card holders should not allow another individual to use their card.
  7. Cardholders will receive email notifications when their credit card statements are available to view through [www.mycardstatement.com](http://www.mycardstatement.com) the first business day following the last day of the month. (Additionally, you may view your transactions at any time during the month as well). Statements should be **printed on or before the 6th of the**

- month and submitted through Certify, [www.certify.com](http://www.certify.com)
8. **The Business Office will not process any credit card statements that are over 30 days old or contain any personal expenses without a written explanation for the Cabinet member over that area.**
  9. A late penalty in the amount of \$100.00 will be charged to the cardholder's department for expense reports submitted after the 16th of the month. Late submission will result in suspension of credit card privileges and payroll deduction for expenses that have not been submitted and approved.

**Transferring to new Position:** Cardholders who transfer to a new position within Centenary and require the use of a corporate credit card (which will be determined by your new Approving Official and/or the Vice President of Finance and Administration) as part of their new duties, should continue to use the same card and notify the Business Office of your transfer immediately. Cardholders who no longer require a corporate credit card in their new position must return their credit card to the Business Office before the start of their new position and complete a Credit Card Cancellation Form.

**Termination:** Prior to separation from the College, cardholders must surrender their corporate credit cards and **credit card receipts along with a completed Credit Card Cancellation Form** and return corresponding documentation to the College's business office. If your credit card is not turned in prior to your departure from Centenary, the College reserves the right to withhold your final paycheck. The College may also hold your final paycheck for any outstanding balances on your account upon termination.

**Disputed Items:**

It is the Cardholder's responsibility to follow-up on any erroneous charges, returns or adjustments and to ensure proper credit is given on subsequent statements. Business Office will assist in handling dispute resolutions if necessary.

**Lost/New/Replacement/Stolen Purchasing Cards:** If the Purchasing Card is lost or stolen, contact the Bank's 24-hour toll-free number at **800-883-0131 or (727) 570-4881**. The Cardholder is also required to contact the Business Office at 318-869-5125.

**Request a Credit Card:** All credit card request forms can be found online or in the Business Office. They must be signed by the current requester, their Approving Official, and the Vice President of Finance and Administration. All requests must be approved through this process before a new credit card will be issued or a current credit card limit will be raised. Once the official request for your credit card has been placed, you will receive your card in ten to fourteen business days from the business office.

**CENTENARY COLLEGE OF LOUISIANA**  
**Credit Card Policy and Cardholder Agreement**

The undersigned has read the above agreement and guidelines and agrees to be bound by their terms and conditions.

\_\_\_\_\_  
Cardholder

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Approving Official

\_\_\_\_\_  
Date

**THIS FORM MUST BE RETURNED TO THE BUSINESS OFFICE**

**Forms:**

1. Credit Card Application
2. Credit Card Agreement
3. Credit Card Cancellation
4. Credit Card Lost Receipt
5. Credit Card Summary

**CENTENARY COLLEGE OF LOUISIANA**

**CREDIT CARD APPLICATION**

**PLEASE ORDER A CREDIT CARD FOR THE FOLLOWING EMPLOYEE:**

Employee: \_\_\_\_\_ Title: \_\_\_\_\_

Department: \_\_\_\_\_

Employee Address: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Social Security Number: (Last four digits) XXX-XX-\_\_\_\_\_

Reason for Request: \_\_\_\_\_

- Current position description and position creation form estimate required travel at 25% or greater.
- Current position description indicates that the person in this position serves as a member of the President's Cabinet.
- Current position description lists the following under Essential Functions: "Regularly" entertains:  
\_\_\_\_\_ off campus on behalf of the College for the purpose of: \_\_\_\_\_

Monthly Credit Limit: \_\_\_\_\_

**PLEASE RETURN THIS FORM TO THE OFFICE OF FINANCE AND ADMINISTRATION**

\_\_\_\_\_  
Employee's Signature:

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Cabinet Member's Signature:

\_\_\_\_\_  
Date:

Approved by Finance and Administration: \_\_\_\_\_ Date: \_\_\_\_\_



**CENTENARY COLLEGE OF LOUISIANA**  
**ORIGIN BANK CARD CANCELLATION**

Cardholder's Name (*please print*): \_\_\_\_\_

This form verifies that the employee whose name is mentioned above has relinquished possession of their Centenary College of Louisiana Origin Bank Credit Card. Attached is the credit card assigned to this individual in accordance with Centenary College's policies and procedures. Also attached is an online list of current activities, since the last statement, along with the matching receipts. Vendors with automatic drafts against this card, have been notified that this card is being cancelled.

To my knowledge, all my fiscal responsibilities with this credit card account have been fulfilled. Therefore, please close my account. Effective: \_\_\_\_\_

Cardholder's Signature and Date: \_\_\_\_\_

Human Resource Signature and Date: \_\_\_\_\_

**Centenary College of Louisiana Lost Receipt Substantiation**

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Vendor: \_\_\_\_\_

Amount: \_\_\_\_\_

Purpose: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

If purpose of expense was meal or entertainment, please list those attending:

_____	_____
_____	_____
_____	_____

**I verify that the transaction was a valid, authorized business expense related to University business, and complies with University policies and procedures. Attempt to obtain a copy of the receipt were made. The information provided within this form is accurate and true. No reimbursement of this expense has been or will be sought or accepted from any other source.**

Cardholder's Signature: \_\_\_\_\_

Approving Official's Signature: \_\_\_\_\_

Cabinet Signature: \_\_\_\_\_

(if Cardholder is Head of Dept.)

**Centenary College Business Office  
Summary of Credit Card Expenses**

**Statement Closing Date:**  
\_\_\_\_\_

**Accounting Codes**

<b>FUND</b>	<b>ORG</b>	<b>ACCTS</b>	<b>ACTIVITY</b>	<b>AMOUNT</b>
		71002	Advertising	
		75050	Awards	
		72821	Books / Materials	
		72510	Contractual Services	
		71005	Dues and Memberships	
		71206	Entertainment	
		71011	Flowers & Gifts	
		71052	Food Purchases	
		72824	Information Technology	
		71201	Lodging	
		71202	Meals	
		72818	Miscellaneous Supplies	
		72826	Non-Capital Equipment	
		72827	Non-Capital Furniture/Fixtures	
		72819	Office Supplies	
		72202	Phone - LD	
		71103	Photocopying	
		71007	Postage	
		71102	Printing - Off Campus	
		71204	Registration Fees	
		61401	Student Wages	
		71009	Subscriptions	
		72205	Telephone – Wireless/Cellular	
		71205	Travel	
		72820	Uniforms	
<b>Total</b>			This total should reflect the same total as the credit card statement	<b>\$</b>