

## USF Institute of Applied Engineering (IAE)

Policy Number: <b>400-03</b>	Supersedes: <b>New</b>
Approval: <b>BOD Approved 1/22/24</b>	Subject: <b>Corporate Credit Card</b>
Effective date: <b>2/1/24</b>	

### **I. PURPOSE**

To ensure financial control and prudent employee usage and reporting regarding IAE sponsored corporate credit cards (currently JPM Chase Visa). All employees who possess a IAE-sponsored credit card of any type (hereafter Corporate Credit Card) are required to adhere to this Policy. The first instance of non-compliance with any portion of this Policy may result in suspension of use or revocation of the card as determined by Accounting, the CEO or the CFO. The second instance of failure to comply with any portion of this Policy will result in revocation of the card.

Failure to comply with any portion of this Policy may result in disciplinary action up to and including termination.

### **II. POLICY**

- A. The Corporate Credit Card is to be used for business purposes only. Under no circumstances is the Corporate Credit Card to be used for personal charges. Corporate Cards and the information contained on them are issued to individual employees and are not to be shared or distributed to other employees or IAE clients.
- B. The Corporate Credit Card is intended to provide a faster, more efficient way to purchase goods and enables departments to be self-sufficient while eliminating redundant and/or no value added processes. Purchases are primarily for business meals, travel expenses and appropriate business expenses; however, other uses can be approved on an exception basis provided those uses comply with any other applicable federal or state laws, University regulations/policies or other IAE policies. Exceptions must be approved by the IAE CFO prior to the expense being incurred.
- C. As required by the card issuer, the Corporate Credit Card will be paid on or before the due date of each month by Accounting via Automated Clearing House (ACH) debit to the issue bank, provided a valid dispute of the charge has not been established at payment due date.
- D. Each cardholder receives a monthly statement from the card issuer detailing itemized charges. Upon review by the cardholder, a copy of this statement along with the proper account coding, authorizations and original receipts or electronic images of receipts must be detailed on an "Expense Reimbursement" within Deltek Costpoint within ten (10) days of receipt of the statement or the statement date

(whichever is earlier). It is the responsibility of each cardholder to notify Accounting, in writing, if the reconciled and approved Expense Reimbursement cannot be submitted within ten (10) days.

- E. If the reconciled and approved Expense Reimbursement is not received by Accounting within ten (10) business days, Accounting may send a courtesy reminder to the cardholder. If the required documentation is not received within the next ten (10) business days, Accounting will suspend the cardholder's use of the Corporate Credit Card.
- F. All charges on the cardholder's statement for which reimbursement is sought must be reviewed and approved by the cardholder's supervisor prior to submission to Accounting. Supervisor's signature on one "Expense Reimbursement" reconciling the statement will signify review and approval.
- G. All single discrete expenses in excess of \$25 require a receipt.
- H. In the event of an unavoidable co-mingling of personal charges with legitimate business expenses charged to the Corporate Credit card, a personal check payable to IAE for the personal portion must accompany the request for reimbursement, as well as all other required documentation.
- I. All expenses not properly documented, or which exceed policy limits will be considered personal expenses and will be paid by the cardholder to IAE immediately upon that determination.
- J. Accounting will maintain master records for all cardholders, including (for each Corporate Credit Card), the account, credit limit and cardholder acceptance form. Credit limits and Merchant Classification Codes will be reviewed annually and adjusted according to business-related needs but in no event will Corporate Credit Card limits exceed those as specifically approved by the Board.
- K. Corporate Credit Cards are assigned to individual employees and are prohibited from being transferred to, assigned to, or used by anyone other than the designated employee.
- L. Credit limits: The cardholder and their supervisor can request a credit limit that the department deems appropriate for the business need. The credit limit must be approved by the respective Director or COO and the CFO or CEO. To request an adjustment to the credit limit, the cardholder will submit a request for adjustment. Adjustments require approval by the supervisor, respective Director / COO and CFO or CEO approval.
- M. Penalties: Employee misuse of the Corporate Credit Card includes, but is not limited to, negligence in performance of Cardholder's and Reconciler's duties, falsification of records, fraud, theft, use of the card for personal gain, allowing another individual to use the card or account number, repeated non-compliance with IAE policies and procedures, or divulging confidential information.

If the Cardholder misuses the Corporate Credit Card, written notification is sent to the Cardholder, the cardholder's supervisor, the CFO, and the CEO. The notice will also be sent to University Internal Audit if fraud or theft is alleged.

The following steps may be taken, depending on the severity of misuse:

- i. Suspend Credit Card. The card may be suspended if the Cardholder misuses the card or fails to comply with Corporate Credit Card policies or procedures. Suspension is generally enacted when misuse stems from misinformation rather than intentional disregard of process and may be lifted upon recommendation of Cardholder's Department Director and/or supervisor and CFO after the Cardholder has taken corrective action.
- ii. Revoke Corporate Credit Card. The Corporate Credit Card may be revoked for severe misuse or continued failure to comply with IAE policies and procedures.
- iii. Discipline. Disciplinary action may be taken in coordination with Human Resources.
- iv. Prosecution. If misuse involves criminal intent, prosecution may be pursued to the extent permitted by law.

Distribution:

1. IAE Board of Directors
2. IAE Audit & Finance Committee
3. IAE Staff

Policy Owner: This policy was developed and update the IAE Accounting Department. Any questions regarding this policy should be directed to the IAE Accounting Department.