



## **WILSON COLLEGE CREDIT CARD POLICY**

**Adopted May 2015**

Wilson College will issue College credit cards to certain employees for use in their jobs; this policy sets out the acceptable and unacceptable uses of such credit cards.

### **Application for a Credit Card**

Employees may apply for a Wilson College credit card but must obtain prior, written approval from their supervisor and cabinet member, using the attached Wilson College Credit Card Request form. This form is on the Human Resource section of the Wilson College website.

### **Eligibility for a Credit Card**

To be eligible for a Wilson College credit card, an employee must travel frequently in the course of his/her duties, purchase significant volumes of goods and services for use by the employer, or incur other regular frequent business expenses of a kind appropriately paid by credit card.

### **Credit Card Guidelines**

Use of College-issued credit cards is a privilege, which Wilson College may withdraw in the event of serious or repeated abuse. Any credit card Wilson College issues to an employee must be used for business purposes only, in conjunction with the employee's job duties. Employees with such credit cards shall not use them for any non-business, non-essential purpose, i.e., for any personal purchase or any other transaction that is not authorized or needed to carry out their duties.

The Wilson College credit card cannot be used to obtain cash advances, bank checks, traveler's checks, or electronic cash transfers for expenses. The employee named on the credit card is the **only person** permitted to purchase with the credit card. The employee named on the credit card is not permitted to give the credit card to another employee to make purchases on their behalf as this is considered fraudulent activity.

Misuses of the card will result in cancellation of the card and withdrawal of Wilson College credit card privileges.

Wilson College will not regard expenses for one's own business-related use, such as lodging and meals while on College-approved business trips, as personal purchases, as long as such expenses are consistent with Wilson College's travel and expense reimbursement policy. If an employee uses a College credit card for any other type of unauthorized transaction in violation of this policy, i.e., incurs financial liability on Wilson College's part that is not within the scope of the employee's duties or the employee's authorization to make business-related purchases, the

cost of such purchase(s) or transaction will be the financial responsibility of that employee, and the employee will be expected to reimburse Wilson College immediately. Any purchases an employee makes with a College credit card in violation of this policy may result in disciplinary action, depending upon the severity and repeat nature of the offense.

Increases to the established maximum credit card limit may be made on a case-by-case basis to Lori Tosten, extension 2212 or [lori.tosten@wilson.edu](mailto:lori.tosten@wilson.edu).

Wilson College credit card expenditures must be reconciled and submitted with original receipts to **Accounts Payable** within 10 business days of the statement date. Cardholders who have not reconciled and submitted their monthly expenditure within this period will be asked to reconcile and submit their monthly expenditure immediately. Continued or repeated non-conformance to this policy will result in cancellation of the card and such other actions as appropriate.

Lost or stolen cards must be reported immediately to Robin Herring, extension 2210 or [robin.herring@wilson.edu](mailto:robin.herring@wilson.edu)



## Wilson College Credit Card Request

Employee Name: \_\_\_\_\_ Position: \_\_\_\_\_

Requested Credit Card Limit: \_\_\_\_\_

I am applying for a Wilson College credit card.

I understand and agree that:

- I bear ultimate responsibility for the card.
- I will not use the Wilson College credit card to withdraw cash.
- I agree that if I make any personal purchases (i.e., transactions for the benefit of anyone or anything other than Wilson College) in violation of Wilson College's policy, any amount of such purchases is due immediately. I further agree that if I make any non-personal transactions in violation of the policy in question, i.e., incur financial liability on Wilson College's part that is not within the scope of my duties or my authorization to make business-related purchases, I am financially responsible for any such expenses and agree to reimburse Wilson College immediately.
- If I misuse the card (i.e., use it otherwise than in accordance with the instructions given to me in this agreement or related policies) or otherwise fail to reconcile my expenditures within the prescribed procedures and timeframe, I understand that my Wilson College credit card privilege will be revoked.
- If the Wilson College credit card is lost or stolen, I will report it immediately to Robin Herring, Administrative Manager, [robin.herring@wilson.edu](mailto:robin.herring@wilson.edu).
- When I leave Wilson College, I will return the card with a final reconciliation of all expenditures prior to departure to the Human Resources Dept.

I hereby certify that I understand and agree to abide by Wilson College's policy regarding use of College-issued credit cards, a copy of which I have received, and which has been explained to me.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Cabinet Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Finance and Administration Representative

\_\_\_\_\_  
Date