

# Anderson University Credit Card Policies and Procedures

## Objectives

1. To allow university personnel access to efficient and alternative means of payment for approved expenses, especially expenses related to business travel. The university's purchase order system will continue to be the preferred purchasing method for purchases over \$100.
2. To improve managerial reporting related to credit card purchases.
3. To improve efficiency and reduce costs of payables processing.

## Policies

1. University credit cards will be issued to faculty and administration upon approval of an employee's area Dean or Vice-President and the Assistant Treasurer and Controller.
2. Credit cards will only be used for business purposes. Personal purchases of any type are not allowed.
3. The following purchases are not allowed:

*alcoholic beverages/tobacco products	*purchases involving trade-in of university property
*capital equipment & upgrades	*rentals (other than short-term autos)
*construction, renovation/installation	*software, licensing agreements
*controlled substances	*telephones, related equipment or services
*items or services on term contracts	*ultra-hazardous materials and/or products
*maintenance agreements	*any other items deemed inconsistent with the values of Anderson University
*personal items or loans	
4. Cash advances on credit cards are not allowed without written permission from the Assistant Treasurer and Controller.
5. Cardholders will be required to sign an agreement indicating their acceptance of these terms. Individuals that do not adhere to these policies and procedures will risk revocation of their credit card privileges and/or disciplinary action.

## Procedures

1. Credit cards may be requested for prospective cardholders, by the employee's area dean or vice-president, by completing a Credit Card Request Form and sending to the Assistant Treasurer and Controller. Find the Credit Card Request Form at <http://www.anderson.edu/business/downloads.html>.
2. Detailed receipts must be retained and attached to the credit card Expense Report, completed on-line at SDOL.53.com. Monthly Expense Reports, with attached detailed receipts, must be submitted to the Business Office by the 25<sup>th</sup> of each month.
3. Each report must have the approval of a budget director in addition to the approval of the cardholder, unless the cardholder is him/herself the budget director.
4. All monthly Expense Reports submitted must have the appropriate account/budget number(s) and descriptions (to explain business purpose of purchase) completed for each charge on the report. This information is completed on-line at SDOL.53.com. Cards may be designated to have all expenses charged to a specific account number. If desired, please contact Suahil Housholder or the Administrative Assistant, in the Business Office.
5. Cardholders should make every effort to ensure that purchases do not include sales tax. Tax exempt certificates are available through the Business Office. Under Indiana law, the University is not required to pay gross retail tax (sales tax) on acquisitions of "tangible personal property" and "services" (I.C. 6-2.5-5-25). Tangible personal property is property that can be touched and retained in one's possession (excludes food, entertainment and other consumables). Services are works or activities performed by another for a fee (includes normal services such as personal services performed by professionals and/or non-professionals, but excludes lodging). Sales taxes may be paid for minimal expenditures from one time vendors who refuse the exemption, but sales taxes should not be paid (select another vendor) where the purchases are for more substantial expenditures or are repetitively incurred.