UNIVERSITY STUDENT UNION  
CALIFORNIA STATE UNIVERSITY, NORTHRIDGE  

FISCAL POLICY

SUBJECT: Corporate Credit Card

REFERENCE:
1. California State University, Northridge-Procurement Card Program
2. Title 5- 42401 and 42402, Ed. Code 89900
3. CSUN Policy 5205.00 Low-Value Purchases
4. Procurement Card Policy

POLICY: The University Student Union (USU) authorizes the issuance of corporate credit cards to staff members designated by the Executive Director/designee to facilitate low dollar purchases thereby increasing business efficiency. Monthly credit card expense reports require electronic submission and approval.

The individual credit card transaction limit is $5,000 including sales tax and shipping costs. Travel-related expenses such as airfare, hotel, and conference fees are not subject to the individual credit card transaction limit.

Credit card purchases are transacted in person, by telephone, or the internet in accordance with the Procurement Policy.

The use of the corporate credit card to make the following types of purchases is prohibited:

- Any single credit card transaction greater than $5,000 with the exception of travel-related expenses.
- Any purchase or service that requires a Contract for Artistic Services, Professional & General Services, or Contracts for IT Vendor Services
- Fixed assets (capital outlay)
- Leases of equipment or space
- Cash and travel advances
- Personal purchases of any kind
- Alcohol, narcotics, and any other controlled substances

When appropriate and necessary, the Executive Director/designee may make a limited exception to this policy. The purpose of the exception must be documented in writing and signed by the Executive Director.

Recommended by the Finance Committee on November 29, 2017.
Approved by the University Student Union, Board of Directors on December 4, 2017.
PROCEDURES

I. Program Administration
A. The Associate Director, Finance & Business Services shall administer the corporate credit card program.
B. The Accounting Manager is responsible for reporting, coordinating, auditing, and evaluating all aspects of the program.
C. The Accounting Manager is responsible for training, distributing the cards, assisting card holders, and monitoring the proper use of the corporate credit card program.
D. Accounts payable, under the direction of the Accounting Manager, is responsible for receiving the cardholder’s statement and Monthly Corporate Credit Card Purchase Report with all supporting documentation attached.
E. Accounts payable is responsible for ensuring that the corporate card company is paid prior to the statement deadline.

II. Authorized Cardholders
A. The University Student Union authorizes the issuance of corporate credit cards to staff members or positions designated by the Executive Director.

III. Cardholder Responsibilities
A. General Responsibilities
   1. Appropriate use of the corporate credit card
   2. Security of the corporate credit card
   3. Compliance with purchasing policies and procedures
   4. Verifying receipt of the monthly billing statement from the corporate credit card company
   5. Not allowing coworkers to sign the corporate credit card draft authorization with either the cardholder’s name or their own name as these practices are inappropriate and fraudulent
   6. Preparation of the Monthly Corporate Credit Card Purchase Report
   7. Reviewing the monthly corporate credit card statement, attaching all receipts along with the Monthly Corporate Credit Card Purchase Report
   8. Forwarding the corporate credit card statement, the Monthly Corporate Credit Card Purchase Report, and all supporting documentation to their supervisor by the deadline provided by accounts payable

B. Making Purchases
   1. The cardholder will request the vendor to provide an itemized receipt or invoice which consists of the following:
      a. Description of the items purchased
      b. Quantity purchased
      c. Price per unit
      d. Sales tax amount and total amount
      e. Shipping/handling charges if applicable
C. **Actions required upon Receipt of the Corporate Credit Card Statement**
   The cardholder reviews the statement for accuracy, reconciles the corporate credit card statement with the Monthly Corporate Credit Card Purchase Report, and attaches all supporting documentation. The supporting documentation must be listed in the same order as they appear on the corporate credit card statement.

D. **Monthly Corporate Credit Card Purchase Report**
   Upon completing a corporate credit card transaction, the cardholder shall immediately record the transaction on the Monthly Corporate credit card Purchase Report including the following information:
   
   - Purchase date
   - Receipt or Invoice number
   - Description of purchase
   - Vendor’s name
   - Purpose of purchase
   - Total amount
   - Account number
   - Department number
   - Dollar amount of disputed items
   - Corporate credit card receipts
     - **Itemized Receipts**
       - The cardholder shall request the vendor to provide itemized receipts or invoices. If the receipt or invoice is not itemized, the cardholder must write the items purchased on the receipt or on a separate piece of paper.
       - Electronic receipts are acceptable provided that the detail contained in an electronic receipt is equivalent to the level of detail contained in an acceptable paper record. Emailed or faxed documentation provided by an airline or travel agency for electric ticketing expenses for airfare is acceptable for substantiating such expenses.
     - **Lost Receipts**
       - Cardholders may be held personally liable for any charge if a receipt is not provided, unless approved by the Executive Director.
       - If there are excessive instances of lost receipts, the corporate credit card will be revoked, and the employee may be subject to disciplinary action up to and including termination of employment.
E. Incorrect or Disputed Charges
If an item is billed incorrectly, the cardholder must provide a complete written explanation on the Monthly Corporate credit card Purchase Report. The cardholder is responsible for contacting the corporate credit card company about questionable or disputed items that appear as a transaction on the corporate credit card statement within three (3) business days.

F. Submission of Statement for Approval to the Supervisor
The cardholder is to sign the Monthly Corporate credit card Purchase Report and forward the originals of all documents to his/her supervisor for review and signature.

IV. Supervisor of the cardholder
A. Monthly Corporate credit card Purchase Report
1. Ensuring that all purchases are appropriate.
2. Comparing the documentation received from the cardholder to the corporate credit card statement and the Monthly Corporate Credit Card Purchase Report for accuracy.
3. Ensuring that all proper documentation is attached to the Monthly Corporate credit card Purchase Report.
4. Approving the Monthly Corporate credit card Purchase Report and forwarding it along with all supporting documentation to accounts payable by the deadline provided by accounts payable.

V. Fiscal Year-End Accrual Requirements
A. Reports submitted by Cardholder
1. Upon receipt of the June corporate credit card statement by the cardholder, two separate Monthly Corporate credit card Purchase Reports must be submitted to the cardholder’s supervisor.
   a. The first report will include all purchases listed on the June statement.
   b. The second report will include all purchases made through June 30th that have not yet appeared on the statement.
      1. The total amount listed on the second report will be the accrual for the fiscal year ending June 30th.

VI. Use of Personal Credit & Debit Cards
A. Authorized travel expenses should be paid using the corporate credit card (whenever possible).
B. In the event that the use of the corporate credit card is not feasible, personal debit or corporate credit cards are authorized for use by staff and student employees for authorized expenses.

VII. Misuse of the Corporate credit card
A. Cardholders are to observe strict compliance with the corporate credit card policy and procedures at all times.
B. In the event of intentional abuse of the USU corporate credit card policy and/or procedures, the card will be revoked, and the employee may be subject to disciplinary action up to and including termination of employment and/or criminal prosecution.

VIII. Approval Authority
A. When appropriate and necessary, the Executive Director may make a limited exception to this policy. The purpose of the exception must be documented and signed by the Executive Director.

The procedure was revised on April 13, 2015.

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Debra L. Hammond, Executive Director
University Student Union

Dated: December 4, 2017