

## Lewis Center for Educational Research

BP 3314.3: Credit Card Usage

Adopted: September 12, 2011

Revised:

Designated staff members may use organization bank and gasoline credit cards while on official organization business. Under no circumstances shall personal or unapproved expenditures be made on organization bank or gasoline credit cards. Any unapproved charges incurred on an organization bank credit card or gasoline or gasoline credit card assigned to an individual shall be the sole fiscal responsibility of the individual to whom the card was issued and shall be paid to the Finance Office immediately upon demand.

### Credit Card Expenditures

Under no circumstances shall charges made on a bank credit card or gasoline credit card exceed the authorized organization expenditure limits for such item(s) or impose any additional fiscal or civil liability upon the organization for use of said card by any organization employees so issued an organization bank credit card or gasoline credit card. Adherence to meal expense limits detailed in any Board Policy is required.

### Bank Credit Card Issuance

The President and other staff as determined by the President will be issued an organization bank credit card for Board approved expenditures and usage. Additional bank credit cards shall be retained in the Finance Office for other temporary staff usage.

### Bank Credit Card Usage

All receipts for Board approved charges by organization employees shall be turned in to the Finance Office with the credit card. Any receipts not received within 30 days shall be the sole responsibility of the user, as will any interest charged due to non-receipt of invoices. Under no circumstances will personal or unapproved expenditures be charged to the organization's bank credit card or gasoline credit card. Any unapproved charges incurred on an organization bank card assigned to a organization employee shall be the sole fiscal responsibility of the individual to whom the card was issued and shall be reimbursed to the Finance Office immediately upon demand.

### Gasoline Credit Card Usage

Organization gasoline cards, without exception, shall only be used for refueling organization vehicles, or staff personal vehicles when on approved organization business. Gasoline credit cards shall be kept in the Finance Office and shall be issued to an individual for approved organization travel and conferences, and such individuals shall be held accountable for approved usage of such card. Use of an organization gasoline credit card is limited to authorized out-of-town travel. Organization vehicles are to be fueled

prior to and following all trips. If a trip begins or ends outside of organization office business hours, the user must make arrangements to fuel vehicle the previous or following day, as applicable. All receipts for gasoline credit card must be turned into the Finance Office within 30 days. Any unapproved charges incurred on an organization gasoline credit card assigned to a organization employee shall be the sole fiscal responsibility of the individual to whom the gasoline credit card was issued and shall be reimbursed to the Finance Office immediately upon demand.