

College Corporate Card Policy

Approved by: College Corporate Card Committee

Related Policies: Travel and Expense Reimbursement Policy, Smith Policy on Giving to Organizations and Individuals

Additional References: Reimbursement Rates at a Glance, Cell Phone and Device Policy, Corporate Card Agreement and Application Form

Responsible Individual/Office: Purchasing

I. Introduction

Smith College recognizes that the performance of certain responsibilities may be enhanced by or may require the use of a corporate credit card (Card).

The corporate card program is designed to promote purchasing efficiency, flexibility, and convenience. Using the corporate card is the preferred method to purchase low value, non-capital expense items. Certain approved individuals may also use the corporate card for travel-related expenses. The card can be used for point-of-sale, internet, telephone, and fax purchases. All corporate card purchases shall be made in accordance with established finance and purchasing rules and policies.

The advantages to using the corporate card include:

- Serves as a price negotiating tool
- Reduces invoices, check requests and purchase orders
- Reduces employee reimbursements
- Streamlines the acquisition process
- Expedites the shipping process
- Eliminates paperwork
- Allows viewing and monitoring transactions real time

II. Scope

This policy applies to all employees to whom a College Corporate card has been issued.

III. Definition of Terms

Approver

The person assigned as the cardholder's Manager to review and approve corporate card transactions.

Cardholder

A cardholder is a college faculty or staff member who has a College Corporate Card.

JP Morgan Chase Bank

JP Morgan Chase Bank (JPM) is the corporate card issuer for Smith College

IV. Policy

General

All employees who hold positions that include the need for a corporate card may receive one with the approval of a supervisor. The corporate card is used to transact on the college's behalf with the understanding that all related policies, practices, and procedures will be *strictly* adhered to. Only full-time Smith employees are eligible for a card; temporary outside agency employees are not eligible. Cardholders are responsible for spending the College's funds wisely and managing their accounts responsibly.

Only the cardholder whose name is embossed on the Card is authorized to use it. Card sharing is prohibited.

Department heads are responsible for overseeing employee corporate card needs, for monitoring the business purpose of all card purchases, for ensuring that transactions are reviewed and approved, for ensuring proper documentation is maintained in accordance with college policy, and for assessing the continued need of each position to have a corporate card.

A college corporate card is not a benefit of employment. The card is the property of the college which reserves the right to terminate individual corporate card privileges at any time, with or without cause.

College Liability

Charges for legitimate business expenses on the college corporate card have no impact on an employee's personal credit and are the liability of the college. The college is not liable for transactions made by terminated employee. To avoid potential charges after employee termination, the terminated employee's supervisor must notify the Smith College Purchasing Office immediately when an employee holding a College Corporate card is terminated so that the card may be cancelled.

Cardholder Responsibility

Every cardholder is responsible for the following:

- Using the college corporate card for business purposes only
- Protecting the security of the card at all times. If the card is lost, stolen, or becomes compromised, the cardholder must immediately notify JP Morgan Chase and the Purchasing Office
- Reclassifying charges to the correct account codes and ensuring that all receipts are uploaded and attached to their transaction in Workday
- Ensuring adequate funds are available

Authorized Approver Responsibility

The authorized approver is responsible for reviewing and electronically approving or rejecting expense reports within Workday within the required timeframe. The authorized approver should be familiar with the card policies and procedures.

Documentation Requirements

Electronic images of original vendor receipts must be uploaded into Workday. Receipts may be scanned using a departmental MFD or by a mobile device with that capability. The business purpose for all purchases must be documented. The purpose should include information including, the reason for the purchase, attendees for all events and meals, location and name of conference or meeting, destination if applicable, etc.

Sales Tax on Purchases

Smith College is exempt from sales tax in Massachusetts and New York. It is the cardholder's responsibility to ensure that sales tax is not charged to the college. The college's federal tax-exempt number is printed on the front of the card.

If sales tax is inadvertently charged to a card, the cardholder should dispute the charge by contacting the merchant and having the tax amount credited back to the card.

V. Returning the College Corporate Card

Upon an employee's termination of employment from Smith College all cards must be surrendered to the Purchasing Office.

VI. Card Misuse, Violations and Consequences

Misuse/Violations of Card Policy Include:

- Purchase of items for personal use
- Purchase of items listed on the non-reimbursable list (See Travel and Reimbursement Policy)
- Splitting of purchase over multiple card transactions in order to circumvent the single or monthly transaction limit
- Use of the card by anyone or any department other than the authorized cardholder
- Failure to complete expense reports in Workday in a timely manner
- Failure of Cardholder and/or Approver to electronically sign off on transactions in a timely manner
- Exceeding the budget

Misuse of the card and violation of the card policy may result in disciplinary action up to and including termination.