**Corporate Credit Card Policy**

With the exception of personal business travel (on behalf of Andrews University) that may be paid by the employee’s personal credit cards or checks, **AU expenses are to be paid for by cash, purchase order, corporate check, wire transfer or the AU corporate credit card.** In recognition of this and in an attempt to approve obtaining a corporate credit card only where there is a demonstrated need, the following recommendations are made for obtaining and retaining a corporate card.

1. Applicant must have a demonstrated history of financial responsibility.
2. Applicant and supervisor must complete and submit a CORPORATE CREDIT CARD APPLICATION to Financial Records for approval by the Chief Financial Officer (CFO). If, in the opinion of the CFO, an application does not warrant approval, the Financial Management Committee will serve as the appeal body if the applicant so chooses.
3. Upon receiving the credit card and activating the online viewing feature, the applicant or designee agrees to do the following—
4. periodically monitor card transactions to verify their accuracy and validity.
5. go online and print a copy of the statement after the statement cut-off on the 27th. **Please do not wait for the statement to arrive at the department.**
6. match original, itemized, purchase receipts with the monthly statement postings, tape the receipts to sheet(s) of paper, placing the receipts in the same order as the statement, and write the AU account numbers ***at the bottom*** of each receipt.
7. for restaurant/meal receipts for business entertainment—include names of attendees and the business purpose for the expenditures. Please adjust Per Diem reimbursement accordingly.
8. **not use the corporate card for personal meals** (even if on business travel).  For personal restaurant/meal expense while on business travel, please use cash or personal credit cards.  Reimbursement of personal meal expense for day trips may be requested by submitting actual receipts via the Employee Expense Report.  Personal meals while on overnight business travel are covered under Per Diem on the Employee Expense Report.
9. for catering receipts—include names of attendees, location of event, whether delivered or picked-up, and business purpose for the expenditures.
10. for gasoline/fuel expenses—indicate whether for rental car or AU vehicle. **Do not use the corporate card for fuel expenses when using personal vehicles for business travel.** Fuel expenses are reimbursed through employee expense reports by filing for mileage.
11. obtain the supervisor’s approval and signature for the expenditure(s) and
12. **By the 7th day of the month**, submit the copy of the credit card statement and supporting documentation to Accounts Payable for processing in Financial Records.
13. Personal use is ***strictly not permitted*** (and can be the basis for forfeiture of the card). Additionally, the ***corporate credit card may not be used at the cafeteria, the bookstore, the computer store, Apple Valley, Village Hardware, or the Adventist Book Center*** as in some cases it costs AU a merchant fee and always costs AU state taxes. Please use IDC’s wherever possible.
14. **Unaccounted for purchases WILL BE CHARGED TO THE DEPARTMENT FOR RECONCILEMENT AND WILL ULTIMATELY BE THE RESPONSIBILITY OF THE APPLICANT IF NOT PROPERLY ACCOUNTED FOR. If not paid on a timely basis , these Charges will be deducted from the applicant’s payroll.**
15. Questions? Contact Rhoena in Financial Records at ext 3323 or at rhoena@andrews.edu

**Copy to be kept by applicant**