

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 and financial responsibility, the following recommendations are made for obtaining and retaining a corporate card.

1. 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.
2. Upon receiving the credit card and activating the online viewing feature, the applicant or designee agrees to do the following—
 - a. periodically monitor card transactions to verify their accuracy and validity.
 - b. 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.**
 - c. 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 and business purpose on each receipt. Your PNC statement should be **the top** page when submitted.
 - d. for restaurant/meal receipts for business entertainment—include names of attendees and the business purpose for the expenditures. Please adjust Per Diem reimbursement accordingly.
 - e. **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.
 - f. for catering receipts—include names of attendees, location of event, whether delivered or picked-up, and business purpose for the expenditures.
 - g. 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.
 - h. **UNAUTHORIZED PURCHASES** include: domestic travel insurance/protection; hotel insurance; rental car insurance; product warranties; cell phone accessories. These charges may be charged to you personally. International Travel Insurance is only paid through Adventist Risk Management. See Loretta Nave for more insurance info (x 3484).
 - i. obtain the supervisor's approval and signature for the expenditure(s) and
 - j. **By the 7th day of the month,** submit the copy of the credit card statement and supporting documentation to PNC Administrator (not Accounts Payable) in Financial Records.
3. Personal use is *strictly prohibited* (and can be the basis for forfeiture of the card). Additionally, the *corporate credit card may not be used at AU facilities, e.g., cafeteria, the computer store, the post office, nor at 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.
4. **UNACCOUNTED FOR PURCHASES WILL BE CHARGED TO THE DEPARTMENT FOR RECONCILEMENT AND WILL ULTIMATELY BE THE RESPONSIBILITY OF THE APPLICANT IF NOT PROPERLY ACCOUNT FOR. IF NOT PAID ON A TIMELY BASIS, THESE CHARGES WILL BE DEDUCTED FROM THE APPLICANT'S PAYROLL.**
5. AU's corporate credit card is a Visa card. There is a direct benefit to AU whenever our corporate credit card is used. As such, it is our preferred method of payment whenever possible. However, if a personal card is used for an AU employee's authorized AU business travel, requests for reimbursement must include documentation that clearly identifies the personal card type, e.g., American Express, Discover, MasterCard, Visa. If the personal card is a Visa card, the documentation must also include the last four digits of the credit card in order to avoid duplicate reimbursements for corporate credit card expenses.
6. Questions? Contact the PNC Administrator in Financial Records at ext 3323 or at saintphd@andrews.edu

Copy to be kept by applicant