

University Policy 100.04
CREDIT CARDS

Responsible Administrator: Controller

Responsible Office: Office of Fiscal Affairs

Originally Issued: July 2011

Revision Date: June 2016

Authority: Office of the President

Policy Statement

It is the policy of Claflin University to provide a convenient method of payment for employees who frequently travel on University business.

Statement of Purpose

This policy provides guidance for the use and management of Claflin University credit cards.

Applicability

This policy applies to all credit cardholders, administrators who approve credit cards, and finance personnel who manage credit cards at the University.

Administration

Claflin University participates in two credit card programs to include

by the Provost or the Vice Presidents and then, considered by the Vice President of Fiscal Affairs and the President.

2. The Vice President of Fiscal Affairs is responsible for annual review of credit card limits to determine if the amount of an individual limit continues to be appropriate. Any recommendation for change is made by the Vice President of Fiscal Affairs to the University President.
3. Cardholders are responsible for maintaining documentation of monthly credit card charges to reconcile and allocate those charges to the credit card statement. The documentation should then be submitted to the Office of Fiscal Affairs.

Return of Credit Cards

Credit cards issued to Claflin University employees are the property of the University. Upon request by University management, an employee is required to surrender the credit card. Surrender of a card is required immediately upon termination of employment.

CONTACTS

Charge disputes, lost or stolen cards (during business hours) and the need for replacement cards, should be reported to the University Controller in the Office of Fiscal Affairs.

Lost or stolen cards after business hours should be directly reported to VISA at 1-888-449-2273.

Appropriate University staff may monitor use of the credit card and the rewards programs