1. Purpose
The Bowdoin College corporate credit card (“the card”) provides employees with a convenient means of paying for business-related expenses. The card should not be used to purchase personal items.

2. Scope
This policy applies to all employees who use a Bowdoin College Corporate Credit Card to make purchases (“cardholder”).

3. Responsibility
Cardholders are to use the card for business purposes only and are individually responsible for proper documentation of expenses, which includes submitting an expense report for all credit card charges within Certify once a month. The credit card should be kept in a secure place to prevent unauthorized use. Additional responsibilities are outlined in the cardholder agreement.

Cardholders should surrender their card upon termination of employment with the College.

4. Eligibility
The employee’s supervisor determines the need for issuing a corporate credit card. To request a new card for an employee, supervisors must submit a Corporate Card Request to their Senior Officer for authorization. Senior Officers should forward their approval to the Procurement and Risk Manager.

5. Credit Limit
Initial credit limits will be set at an amount not to exceed $5,000. Requests for amounts exceeding $5,000 must be approved by the SVP of Finance and Administration and Treasurer.

6. Accounting for Purchases
Monthly statements of purchase activity are mailed directly to cardholders and can be filed at your office.
Visa & American Express Cardholders

Your credit card charges will filter into a paperless expense reporting system called Certify typically within two days of purchase. You or your Certify account Delegate should reconcile your credit card charges at least monthly, by creating an expense report within Certify that includes the following information for each charge:

1. The business purpose of each transaction
2. Project number and account code for each charge

Itemized receipts for expenses that are $50.00 or more must be scanned into Certify to be matched up with the appropriate credit card expense. Certify instructions and FAQ’s are located at http://www.bowdoin.edu/controller/accounts-payable/certify.shtml. When your expense report is complete within Certify, select submit to email your expense report to your Supervisor for approval. Your Supervisor will review the business purpose description, account coding and receipts within Certify. If changes are required your Supervisor can elect to email the report back to you for modifications. Once your report is approved by your Supervisor, it will route via email to Accounts Payable for processing.

7. Accounting for Credit Card Cash Advance

Credit card cash advances are reconciled within Certify. Please see instructions available at: http://www.bowdoin.edu/controller/pdf/ReconcilinganATMwithdrawalfromyourBowdoinCollegeVisaCardinCertify.pdf.

8. Disputed Charges

A transaction “in dispute” is a charge that has been posted to a cardholder’s account but is being questioned for validity. Cardholders should immediately notify the Procurement and Risk Manager of any disputed charges and provide the following information:

1. Name and account number
2. Reference number of the disputed charge (shown on statement)
3. Establishment where charge was incurred
4. Circumstances surrounding the disputed charge

Bowdoin College must notify the bank within 60 days from the date of the first statement on which the item was billed to preserve the College’s billing rights.

9. Lost or Stolen Card

Cardholders are responsible for notifying the Procurement and Risk Manager immediately of any loss, theft, or unauthorized use of their card. During non-business hours (8:30 a.m – 5:00 p.m. Mon – Fri), cardholders should call 1-800-VISA-911 to report it either lost or stolen and then notify the Procurement and Risk Manager on the next business day.

If a corporate card is returned to a cardholder after it has been canceled, the card should be cut in half and returned to the Procurement and Risk Manager.
**10. Non-compliance with Policy**
Depending on the level of non-compliance, the following actions will be taken by the Controller’s Office:

<table>
<thead>
<tr>
<th>Level</th>
<th>Example</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1 –</td>
<td>• Failure to submit a completed expense report in Certify once a month.</td>
<td>• Email to cardholder and supervisor; if not submitted by documented date, the card will be temporarily suspended</td>
</tr>
<tr>
<td></td>
<td>• Charging personal items</td>
<td>• If personal charges continue, the card will be cancelled</td>
</tr>
<tr>
<td></td>
<td>• More than 30 days past due on cash advance reconciliation</td>
<td>• Invoice from Bursar’s Office for outstanding cash advance</td>
</tr>
<tr>
<td>Level 2 –</td>
<td>• Any act of deception or fraud by the cardholder</td>
<td>• Cancellation of card followed by corrective action, up to and including termination</td>
</tr>
</tbody>
</table>

**11. Exceptions**
The Controller must approve any exceptions to this policy by written notice.