

## Bowdoin Finance Policy Manual

Policy Title	Effective Date	Revision Date	Revised by	Approval Signature
Credit Card Policy	May 1, 2008	March 23, 2018	Lisa Roux, Controller	

### Contents

1. Purpose .....	1
2. Scope .....	1
3. Responsibility .....	1
4. Eligibility .....	1
5. Credit Limit .....	2
6. Accounting for Purchases .....	2
7. Accounting for Cash Advance .....	2
8. Disputed Charges .....	2
9. Lost or Stolen Card .....	2
10. Non-compliance with Policy .....	3
11. Exceptions .....	3

### 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”). The guidelines in this policy go hand in hand with the College’s [Travel and Expense Reimbursement Policy](#), and departmental policies, grants or other funding sources may impose additional restrictions beyond those required by this policy.

### 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 [Workday](#) at least once per 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

Both the employee’s supervisor and the Controller’s Office must approve the issuance of a corporate credit card. To qualify, an employee’s anticipated annual spending on behalf of the College should total at least \$2,500 and more than ten purchases. Anticipated spending levels are not a guarantee of approval; other factors, such as access to a department credit card and the number of cards available to be issued via the corporate card program, could affect the final determination. To request a new

card for an employee, supervisors must submit a completed Corporate Credit Card Application to the Controller's Office for approval and processing.

## **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 Controller.

## **6. Accounting for Purchases**

Employees should refer to the College's Travel and Expense Reimbursement Policy for specific information regarding the types of expenses that are/are not eligible for reimbursement, and for details regarding required documentation to support those expenses.

### **Visa & American Express Cardholders**

Credit card charges import into Workday Expenses, typically within two days of purchase. The employee or their Workday Expenses delegate should reconcile credit card charges at least monthly, by creating an expense report that includes the following information for each charge:

1. The business purpose of each transaction (including a list of attendees for business meals/entertainment)
2. Project number and account code for each charge

Itemized receipts are required for all expenses over \$50.00. Workday Expenses instructions and FAQ's are located at <https://www.bowdoin.edu/finance/accounting/employee-reimbursements/index.html>.

## **7. Accounting for Credit Card Cash Advances**

Credit card cash advances are reconciled within Workday. Please see instructions available at: <https://www.bowdoin.edu/finance/accounting/employee-reimbursements/index.html>.

## **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 Controller's Office at (207) 725-3787 of any disputed charges. The following information will be necessary:

1. Last 4 digits of the credit card
2. Vendor name
3. Transaction date
4. Charge amount

## **9. Lost or Stolen Card**

Cardholders are responsible for notifying the Controller's Office at (207) 725-3787 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 the card lost or stolen, and then notify the Controller’s Office 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 Controller’s Office.

**10. Non-compliance with Policy**

Depending on the level of non-compliance, the following actions will be taken by the Controller’s Office:

Level	Example	Action
Level 1 –	<ul style="list-style-type: none"> <li>• Failure to submit a completed expense report in Workday once a month.</li> <li>• Charging personal items</li> <li>• More than 30 days past due on cash advance reconciliation</li> </ul>	<ul style="list-style-type: none"> <li>• Cardholder will be notified that expenses must be submitted or credit card will be temporarily suspended</li> <li>• If personal charges continue, the card will be cancelled</li> <li>• Invoice from Bursar’s Office for outstanding cash advance</li> </ul>
Level 2 -	<ul style="list-style-type: none"> <li>• Unsubstantiated expenses greater than 120 days old</li> <li>• Unsubstantiated Cash Advances greater than 120 days old</li> </ul>	<ul style="list-style-type: none"> <li>• Card may be permanently cancelled</li> <li>• Per the Cardholder Agreement and the College’s Travel and Expense Reimbursement Policy, unsubstantiated charges will be included in the employee’s wages, subject to tax withholding, and reported to the IRS and to the employee on Form W-2</li> </ul>
Level 3 –	<ul style="list-style-type: none"> <li>• Any act of deception or fraud by the cardholder</li> </ul>	<ul style="list-style-type: none"> <li>• Cancellation of card followed by corrective action, up to and including termination</li> </ul>

**11. Exceptions**

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

---

**Policy Distribution List:**

- Senior Officers
- Budget Managers
- Controller’s Office Staff
- Procurement and Risk Manager
- Cardholders