

SOUTH DAKOTA BOARD OF REGENTS

Policy Manual

SUBJECT: Campus Credit Cards

NUMBER: 5:18

A. PURPOSE

To establish responsibility and oversight of credit cards used by the Regental institutions.

B. DEFINITIONS

None

C. POLICY

Universities may utilize lines of credit and associated credit cards for conducting business as long as all purchasing policies and requirement in BOR policy 5:4 are adhered to. Credit cards or travel credit cards may be garnered through a local or national banking institution.

1. Credit Cards

Cards issued in the university's name can only be used to purchase items for university operations that would be acceptable purchases under state rules and regulations. Credit cards should not be used in place of purchase orders when required by state rule.

2. Travel Cards

Travel cards issued in the university's name are only for the purpose of athletic teams, athletic team support, and student group travel expenditures. Travel cards are not to be issued for the purpose of covering individual travel for any employee.

2.1. Travel costs must be within the State of South Dakota's allowable daily per diem rates.

3. Oversight

The university shall promulgate policies and procedures for the management of credit cards, including but not limited to the following:

3.1. The name on the card may be just the university, the university and individual or the university and the department. However, card ownership shall remain with the university.

3.2. The Vice President for Finance shall appoint or designate a credit card administrator to have oversight of the issuance and administration of credit cards.

3.3. The cardholder is held accountable for all purchases made with the assigned card.

- 3.4. A supervisor of the credit card holder is to review all charges for appropriateness and sign-off on the expenditures.
- 3.5. Supervisors must notify the credit card administrator immediately when there is a status change for any employee that has been assigned a credit card.
- 3.6. No personal purchases of any kind are allowed.
- 3.7. The credit card holder and the supervisor are accountable for all expenses.
- 3.8. Cardholders are required to submit the original receipts in a timely manner in accordance with university procedures which are to be reconciled against the monthly statements.
- 3.9. If the credit card is lost or stolen, the cardholder will immediately notify the immediate supervisor and credit card administrator for cancellation and re-issuance of a travel card.

4. Violations or Abuse

The following actions will be considered credit card violations under the university's Credit Card Policy which can result in disciplinary actions for the cardholder and cardholder's supervisor, up to and including termination of employment.

- 4.1. Personal purchases.
- 4.2. Allowing others to use the credit card without prior authorization.
- 4.3. University restricted or prohibited purchases.

FORMS / APPENDICES:

None

SOURCE:

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