

## COLLEGE CREDIT CARD PROGRAM

College issued credit cards are used to expedite the procurement of goods and services without circumventing College purchasing policies and State procurement guidelines. Any purchase made in violation of College policies and procedures is *unauthorized* and will become the responsibility of the individual placing the order. The individual placing an unauthorized order will bear the cost of the goods and services received.

The individual whose name appears on the credit card is responsible for ensuring that the College receives the goods and services purchased with the card. The cardholder must promptly forward the receipt and credit card authorization form to the Accounts Payable Department to expedite reconciliation of the credit card invoice.

Personal use of the credit card is strictly forbidden. All purchases made on the card must be for official College business. Misuse of the card will result in revocation of the card, **recoupment of charges from the cardholder's pay**, disciplinary action up to termination, and possible filing of criminal charges.

### Authorization and Issuance of a College Credit Card

Submit a memorandum to your immediate supervisor requesting a credit card. The request must include your name, campus/location, department, job title, office phone number, email address and employee ID. Your signature and that of your responsible administrative and executive officers are required for the issuance of a College credit card. Memorandums must be submitted to the Office of the Deputy Chancellor for Finance and Administration.

### Guidelines for Using the College Credit Card

- A. All purchases must be made in compliance with CTCD purchasing policies and procedures. Therefore, a purchase order (PO) or blanket purchase order (BPO) must be issued prior to using the card. If the exact dollar amount is unknown, use an estimate for the purpose of obtaining an approved PO or BPO.
- B. As a cardholder you are responsible for all charges made to the card. Therefore, keep your card secure and protected at all times.
- C. Use of the card for personal purchases is strictly prohibited.
- D. Examples of items authorized for purchase with the card include:
  - Supply purchases not covered under contract.
  - Equipment rental and repair
  - Repair parts
  - Copier/Duplication services (Except Central and Ft. Hood Campuses)

- Books, periodicals, article reprints, video tapes, audio tapes
- Postage
- Advertising
- COD orders

**Note:** The above list is not all inclusive.

Examples of items that CANNOT be purchased with the card include:

Ammunition	Controlled substances
Insurance	Capitalized or inventoried items
Consultant services	Jewelry
Software	Personal purchases

**Note:** The above list is not all inclusive.

- E. Cash advance transactions are strictly prohibited.

#### Processing Payment for College Credit Card Transactions

- A. Obtain receipt for every credit card transaction.
- B. Original receipts must be submitted to the Accounts Payable Department with a completed and fully executed Credit Card Authorization form. If the original receipt is not available, the cardholder must contact Bank of America and request a merchant receipt copy. **Note:** The signatures represent purchase approval of the items contained in the receipt.

#### Reporting a Lost or Stolen Card

- A. You must report a lost or stolen College credit card immediately, to both the issuing bank's Customer Service Department and the Office of the Deputy Chancellor for Finance and Administration. Prompt notification will help protect CTCD against fraudulent use.
- B. Call Bank of America at 1-888-449-2273.
- C. Call Office of the Deputy Chancellor for Finance and Administration at 254-526-1331.

#### Processing Returns, Credits and Disputes

- A. First try to resolve all problems/disputes with the supplier or merchant. In most cases, disputes can be resolved directly between the cardholder and supplier.
- B. If you need to return a purchased item for any reason, send the item back to the supplier. Request a credit to your College credit card account. The merchant has 30

days from receipt of returned item to credit your account. You are responsible for verifying that the credit appears on a subsequent statement.

- C. If the dispute cannot be resolved with the supplier, contact Accounts Payable, who will research a disputed charge further with the supplier until resolved.
- D. Cash refunds are strictly prohibited.