



Rowan College of South Jersey

Administrative Procedure: 6105

CREDIT CARD

A credit card is issued by the Executive Director of Finance and designated employees for authorized College business only. A credit card will only be issued after written authorization of the President, Board Chair (or his/her designee), the Vice President and Chief Operating Officer (VP/COO) and the [Credit Card Acknowledgment Form](#) is signed. A credit card will be issued to the President by authorization of the Board Chair and the VP/COO. The President's charges will be reviewed by the Board Chair.

The following rules apply:

1. All purchasing policies must be complied with when using the credit card. An original, itemized receipt must be obtained and submitted with the monthly bill. If an original, itemized receipt is not available, the expense will not be reimbursed unless approved by the Executive Director of Finance.
2. A monthly bill will be received for all credit cards and sent to the cardholders for reconciliation. Approvals will go through the normal approval process. The bills must be forwarded to Accounts Payable within five business days for payment.
3. The credit card may not be borrowed by another individual.
4. Upon termination of employment, the employee must return the card to Human Resources. HR will forward the card to Financial Services which will destroy the card and notify the credit company to cancel the credit card.

Employees are strictly prohibited from using the College credit card for personal use. If the employee uses the card for personal use, the card is subject to cancellation, the amount of the purchase will be deducted from their next payroll check, and the employee is subject to disciplinary action up to and including termination.

Area: Finance
Approved: 07/01/19

President's Authorization:

A handwritten signature in black ink, appearing to read "Paul Kealey".

References:

Rowan College of South Jersey Board of Trustees Policy Manual, *6105 Credit Card*

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