

GFU One Card Visa Policy

Overview:

George Fox University has established a US Bank Visa One Card program to provide for the rapid acquisition of many of our low dollar items (<=\$1,000.01). It is designed to facilitate and simplify the process of purchasing goods, improve administrative efficiencies, and provide more consistent procedures. The US Bank Visa One Card can also be used for University travel/entertainment and associated travel transactions (See University Travel Policy).

The One Card is a corporate charge card which will not affect the Cardholder's personal credit. Liability rests with the University. However, Cardholders are responsible for appropriate use of the card and following reporting procedures. The One Card may be provided to employees who, by the nature of their positions, order low dollar items on a frequent basis and/or travel frequently for University business.

Requesting a Card:

To request a One Card, complete the George Fox University US Bank One Card VISA Application; this document can be found on the University Purchasing webpage. Return the completed form, with appropriate signatures, to University Purchasing. Once your request is received and processed the card will be ordered and then can be picked up within 7-10 business days. Note that the card will be issued in your name, but George Fox University is responsible for making all payments on your account.

Card Activation & Training:

You will receive your card from University Purchasing after it arrives. Please contact University Purchasing to schedule a brief training session regarding your Cardholder responsibilities and for any help you may need using your card.

Making a Purchase:

Once your card has been distributed and training has been completed, you are ready to make a purchase. Use the card as you would any other credit card for authorized University purchases only. Retain the original itemized receipt for each purchase. All original receipts must be submitted to University Purchasing with your Cardholder Activity statement at the close of each monthly billing cycle. All statements must be approved by your supervisor before being turned in.

If your transaction does not go through at the point-of-sale, call US Bank 800-344-5696 to help resolve the issue; University Purchasing cannot assist in these instances as the card is in your name and we cannot verify transactions on your behalf.

IMPORTANT: When making a purchase by mail, fax, or internet, please instruct the vendor to send an itemized receipt only, and no other additional receipt. This will help avoid the possibility of duplicate payment by the University.

Card Usage:

The card is to be used for authorized business purchases only. The One Card is a simple and cost-effective way to procure goods. Using the card whenever possible to pay for low dollar (\leq \$1,000.01) authorized University expenses is both helpful and encouraged. Spending limits are determined by Administrative Staff and University Purchasing and are based on the budget and estimated purchasing needs of the department. **Single purchase limits are set for all cardholders and are based on need and approved budget authority.**

Prohibited Use:

Using the One Card for personal purchases of any kind is strictly prohibited.

The issuance of a One Card does not, in itself, authorize the cardholder to make any purchases. Cardholders are subject to the same purchasing limitations that are in-force with any other means of payment (checks, etc.). Any purchases which are not properly authorized, or which are specifically prohibited, may be considered a "personal" purchase of the card-holder. The University may request reimbursement and take other corrective actions as deemed appropriate, up to and including termination of employment.

The following items are prohibited uses of the One Card:

- Alcohol
- Desktop or Laptop Computers, Tablets (*See IT Policies*)
- Personal cell phone charges (*see IT Policies*)
- Fuel for personal vehicle expenses (*the University pays a mileage rate that includes fuel*)
- Cash advances
- Independent Contractors, Personal/Professional Services
- Construction, Major Renovation or Trade Services
- Real property purchases, leases, or long term rentals
- Furniture
- Any item for personal use or which does not have a bona fide business purpose

Cardholder Responsibilities

Accounting:

Cardholders must provide an accounting of their purchases through US Bank Access Online. Your responsibilities include:

- Proper expense account allocation
- Description of business purpose (including names of attendees for meals and entertainment)
- Getting an approval signature on your monthly statement
- Reconciling purchases to monthly billing statement
- Cardholders are expected to complete their reconciliation and sign-off for all purchases, turn in original receipts attached to the statement, and obtain appropriate approval by the 5th of each month.

Card Security:

Cardholders are responsible for the safe-keeping of your card at all times. If your card is lost or stolen you should report it immediately by calling both US Bank at 800-344-5696 and University Purchasing at (503) 554-2162. You should also promptly notify US Bank of any unauthorized use of the card, or any potentially fraudulent or disputed charges. If your transaction does not go through at the point-of-sale, call US Bank to help resolve the issue; University Purchasing cannot assist in these instances as the card is in your name and we cannot verify transactions on your behalf.

Cardholders should not share their cards with other employees or individuals.

Reconciling your Month-end Statement:

To reconcile and account for your purchases, you will need your itemized receipts and access to US Bank Access Online. This US Bank program tracks all of your purchases and allows you to provide a description for each purchase (including business purpose and names of attendees for any meals or entertainment expenses) and assign the appropriate expense account codes.

Instruction regarding the Access Online procedures can be scheduled through University Purchasing or you can view the Visa Reconciliation process on the Finance webpage.

All purchases will be charged to a default account in your home department. Each purchase should be assigned to the account that will best define the classification of the expense.

A notification will be sent to you by the 27th of each month reminding you to allocate your charges. Once you have fully documented each purchase, use the option to Print Account Activity and attach your receipts to the statement. You must then obtain the appropriate approval signature and forward your account statement with receipts attached to the Finance office no later than the fifth of the month following the billing cycle.

IMPORTANT: If you are missing a receipt you must complete a written memo of explanation, have the memo signed by your approver, and attach it to your account statement submitted to the Finance office.

Purchases will typically be posted to your account within two business days after the transaction is processed by the merchant. You may add appropriate documentation and allocation at any time during the month after the transaction is posted. Note that Access Online is a web-based system and is accessible anywhere the internet is available.

Proxy Allocation:

You may designate another individual to act as your proxy and reconcile to the monthly statement on your behalf. Responsibility for receipt retention, however, remains with the cardholder. In order to designate a Proxy, send an email to University Purchasing giving permission for the Proxy to reconcile on your behalf.

Cardholder Audits:

University Purchasing will conduct random audits to ensure that purchases were made only for authorized business purposes consistent with George Fox University policies that all necessary documentation and receipts were provided, approvals were made, and appropriate allocation

numbers were assigned. Deficiencies in any of these areas will be reported to you. Serious or continuing deficiencies may revoke your card privileges.

Account Maintenance:

Contact University Purchasing to request a change to any general information tied to your card or to update your default accounting information.

Schedule:

The billing cycle closes on the 26th of each month. Your account billing statement is available the following day but allocation information can be entered throughout the month as charges are made. Cardholder reconciliation and sign-off process must be completed and turned in to University Purchasing by the 5th of the following month.