

GFU Visa One Card 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 (<=\$2,500.01). 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 reconciliation 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 Finance 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. Retain the original **itemized** receipt for each purchase. All original **itemized** receipts must be attached to the corresponding expense in Concur. Once the receipt is saved in Concur, you can dispose of the receipt.

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 \$2,500.01) 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 Cardholder. 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 Concur. Your responsibilities include:

- Attaching/uploading all **itemized** receipts into Concur
- Proper expense account allocation
- Description of business purpose (including names of attendees for meals and entertainment)
- Reconciling purchases on a monthly basis
- Cardholders must complete their reconciliation for all purchases through Concur by the 10th of each following 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 to submit a Visa report through Concur on a monthly basis. Concur 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 Concur procedures can be scheduled through University Finance or directly in Concur via training videos.

All purchases will be charged to a default account in your home department. You will need to verify these allocations and edit them as appropriate. Each purchase should be assigned to the account that will best define the classification of the expense.

IMPORTANT: If you are missing a receipt you must complete a Missing Receipt Affidavit through Concur.

Purchases will typically be posted to Concur within five 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 Concur is a web-based system and is accessible anywhere the internet is available.

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. Call the 800 number on the back of your card if you do not know your credit limit or current balance on your card.

Card Balance Payment Schedule:

The Visa billing cycle closes on the 26th of each month. Your credit limit will reset each month after the billing cycle closes.