

Update to the GFU Credit Card Policy

Updated 09/19/2022

Purpose:

- Provide guidance to employees regarding the approved and appropriate use of credit cards.
- To provide adequate oversight and control over our spending.
- To facilitate the purchase of those goods that qualify under the policy to be purchased via credit card to further the mission of the University.

Policy:

This policy applies to all faculty and staff of the University effective July 01, 2022.

Credit cards do not replace the use of purchase orders, which is the preferred method of purchase by the University with payment by electronic transfer or check through the Accounts Payable department. Most purchases of goods or services \$5,000 and above will use the purchase order system. Should payment by credit card be required by the vendor, rather than by electronic transfer or check, the credit card payment should be made through the Purchasing Dept.

Egencia and/or Enterprise car rental are the preferred method of booking travel. Both of these companies bill the University directly. Please see GFU Travel Policy for more details.

Credit cards should only be used for the ordinary and necessary business of the University. The business purpose for any credit card purchase should be clearly documented and appropriate third-party verification of price and terms (like an invoice) should be uploaded to Concur.

The existing credit cards are configured for one of three purchasing criteria (procurement, travel+meals or both). Cardholders continue to have only one card – the purchasing parameters are coded to the card.

Procurement Cards:

- Most departments have a card(s) available for the purchase of goods and limited services falling below the \$5,000 purchase order requirement, with a per transaction limit of \$2,500. Subscriptions to reference materials and conference fees may also be included.
- Most purchases at \$5,000 or above still require a purchase order.
 - For purchases over \$5,000 for which credit card payment is required by the vendor, most departments should go through the Purchasing Department (Frank Charles or Sonia Rademacher). Please refer Purchasing Policy for more information.
- Individual purchase authority will be configured to fit the user/department based upon the types of approved purchases that the user/department has made in the past.
- Limited services would include subscriptions and memberships
- Conference fees are acceptable; however, any related travel would need to be completed by a card holder with travel-related purchasing authority. Please refer to GFU Travel Policy
- Cards held by the President, the Provost and the VPs will continue to be available for the purchase of goods, travel and local meals.

Travel-type expenditures:

- For the purchase of ordinary and necessary business travel including transportation, lodging and meals while travelling.
- Travelling is defined as being away from your work home overnight.
- Individuals in specific departments that travel with students and/or that travel is a necessary function of their job duties will continue to have the ability to purchase travel related expenses and for incidental expenses that could occur while travelling. Examples for these departments would be Advancement, Admissions, Athletics and Juniors/Study Abroad.

- This card may be used for:
 - HUEG, NACUBO, WACUBO Conferences. Current history will be used to configure cards.
- Only employees that travel frequently will have the travel purchasing protocol activated on their card, which can be used for travel and incidental expenses while travelling. Please see the [Travel Policy](#) for detail about what and how the travel cards can be used and for other reimbursement options for employees that occasionally travel.
- For employees that travel occasionally and are not issued a credit card with travel capability, the following options for expense reimbursement exist:
 - Request a travel advance using a check request approved by supervisor and submitted to Accounts Payable.
 - For regular employees: complete a CONCUR reimbursement request within 30 days of returning from travel.
 - For temporary employees: complete an “Employee Expense Reimbursement Request” found on the Finance website under “FORMS” and submit to Accounts Payable. Please be sure to have your supervisor approve the form before submitting it and include supporting documentation.
 - Travel reimbursement for non-employees should be agreed upon and included in the approved personal services agreement or other documentation authorizing and describing the service provided, prior to any travel expenses being incurred.

Meals & Entertainment type expenditures:

- For ordinary and necessary business expenses to further the mission of the University, this card can be used for taking students, guests, donors and other employees to coffee or a meal, locally.
- For departments where the practice of purchasing coffee or meals with a student, donor or employee is an important and necessary

component of their GFU mission the department or individual will have the ability to purchase meals/refreshments locally. Examples might be Student Life working with students, HR meeting with employees or Advancement meeting with donors.

- This card can be used for:
 - Purchasing meals/refreshments for meetings/approved functions.
 - Local restaurants for meals/coffee for those individuals that routinely meet with students/employees/donors as part of their GFU responsibilities.
- Items that the card should not be used for would be:
 - Alcohol included in a personal meal or when students are present (Donor entertainment by Advancement personnel may be excluded based upon our current board approved policy).
 - Personal entertainment versus a student group e.g. admittance to an event for a group of students and faculty would be appropriate, individual movie tickets to a show is not.
 - Personal items
- The business purpose/meeting agenda should be included as back-up for any meals purchased for only two persons, or multiple people from the same department.

Prohibited Card Transactions:

- This card cannot be used for the purchase of alcohol.
 - Note that there are some exceptions for certain events. These require prior approval from the ELT.
- This card should NOT be used for purchasing furniture. The Purchasing Department has relationships with various vendors who provide favorable credit terms. All furniture requirements should be routed to the Purchasing Department.
- This card should NOT be used for purchasing IT equipment. Such

purchases should be routed through the IT Department.

- This card should NOT be used for services provided by an individual/sole proprietor or partnership such as for professional services, such as attorney invoices.

Additional Information:

Some departments may request higher limits to better accommodate their mission, that request should be made via email and include the approval of their area VP. An example would be Advertising.

The Provost and the VPs are ultimately responsible for the appropriate use of the cards within their respective department(s).

Every effort has been made to include the necessary purchasing parameters to include all reasonable and necessary business expenses for your department based upon your department's prior purchasing history.

Should a transaction be denied, or you suspect fraud, your first course of action should be to call the number on the back of your card to determine the reason that a charge was not accepted.

- You will need the phone number that you listed on your original credit card application.
- There is no employee ID number associated with this card, in lieu of the last four digits of a social security card, the University used 0000.
- Should you require any additional assistance, please reach out to Kathi Becker (Ext. 2166, kbecker@georgefox.edu) or Frank Charles (Ext. 2006, fcharles@georgefox.edu).