

**COLLEGE CREDIT CARDS**

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*Related Board of Trustees Policy: BP 5.2*

*OPR: Vice President for Administration*

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**COLLEGE CREDIT CARDS**

The College issues a College Credit Card (aka Procurement Card) to select employees to facilitate procurements for travel, meals, and small purchases or services for which a credit card is required. Credit card users are expected to comply with Board Policy 5.2, *Purchasing Policy*. If a state contract exists for an item, purchases for that item must go through e-procurement and cannot be purchased using a College credit card.

College cardholders must acknowledge their understanding of the authorized uses of the card as well as the financial commitment they are making on behalf of the College. All cardholders are subject to periodic audits conducted by the College Purchasing Office. Any suspicion of improper use will be immediately reported to the Vice President for Administration (VPA) who will conduct an internal investigation. The VPA will report the results of the investigation to the President of the College. Employees found to have improperly used a College Credit Card are subject to discipline, up to and including termination, in accordance with Board Policy 2.9, *Disciplinary Action Addressing Suspension and Dismissal*. In addition, the President may elect to report the incident and investigation results to local or state law enforcement agencies for further investigation and action.

Information pertaining to the application for a College Credit Card, authorized and unauthorized uses, lost or stolen cards, and authorization to allow someone other than the cardholder to use the card are contained in Internal Control Policy (ICP) 5.2.2.1, *College Credit Card Processes & Controls*.

**Associated ICPs and Forms**

- ICP 5.2.1.2. *Purchasing Procedures Manual*
- ICP 5.2.2.1. *College Credit Card Processes & Controls*
- 5.2.2.1a. *Procurement Card Cardholder Agreement Form*
- 5.2.2.1b. *Procurement Card Statement Form*