

NORTHLAND COMMUNITY AND TECHNICAL COLLEGE

7045 CREDIT CARD POLICY

Credit cards provide the college with a cost-effective, convenient, and streamlined method of purchasing items for official college business only, thereby reducing the volume of individual payments processed by the college to vendors. A college credit card may be issued to college employees, upon their supervisor's approval. Credit cards must never be used for personal or for non-college purposes, even if the cardholder intends to reimburse the college. It will be the cardholder's responsibility to safeguard the credit card at all times. It is the cardholder responsibility to submit the necessary documentation in a timely manner to the business office for payment processing. Any violation either of MnSCU Board Policy 7.3.3 or Northland Community and Technical College policy may result in suspending the credit card.

Date of Adoption: 2/8/07

Date of Implementation: 2/8/07

Date & Subject of Revisions: