

## **NORTHLAND COMMUNITY AND TECHNICAL COLLEGE**

### **7045P CREDIT CARD PROCEDURE**

In order to obtain a credit card for college business, an employee must complete a credit card application form provided by the Business Office. The application must contain the employee's supervisor approval. The address used in the application for the employee will always be his or her Northland Community and Technical College mailing address.

All cardholders must sign and accept the terms and conditions of the NCTC Credit Card Program Cardholder Agreement.

The cardholder is responsible for signing the card when it is received and the security of the card and all transactions made against it.

The cardholder must request a copy of the vendor's sales receipt or cash register slip if the purchase is over the counter or a copy of the packing list on shipped orders as well as the credit card slip. The cardholder's individual credit card number and his/her name must be given for all orders processed and specific delivery instructions must be provided to the vendor. If the order is done online, print the order confirmation and attach it to the transaction log. If the order is done by phone, have the vendor fax the order confirmation and attach to the transaction log.

The cardholder must inform the vendor about MnSCU's tax exemption status. The tax exempt ID number is printed on the card. Purchases of meals, lodging (under 30 days), waste collection and disposal services, or purchases or leases of motor vehicles are taxable, and sales tax should be included in the charge transaction at the time of purchase if a credit card is used.

Any changes to the credit card must be made using the Cardholder Account Maintenance Request Form. All credit card records are subject to an audit. The Business Office will collect and maintain all paperwork, pay invoices, and file for audit purposes.

#### **Authorized and Unauthorized Use of Credit Card:**

All purchase transactions processed against the cardholder's credit card must be made by the employee to whom the card is issued. The card cannot be used by another person or for personal use. The card cannot be transferred from one employee to another.

Credit card purchases may be made in the following merchant categories:

Food and beverage (authorized cards may be allowed for food and non-alcoholic beverages for business-related meetings in compliance with system procedures and after obtaining approval for special expenses)

Shopping/buying clubs  
Hotels and motels  
Electronic sales  
Airlines  
Computer software stores  
Car Rental  
Data processing services  
Other travel agencies

Computer repair  
Auto parking lots  
Informational retrieval services  
Taxis and buses  
Bookstores  
Caterers and bakeries  
Office stationery supplies  
Discount stores  
Telecommunications equipment  
Department stores  
Photocopy and photos  
Variety stores  
Food and grocery  
General merchandise  
Shopping/buying clubs

Credit cards **cannot** be used for the following transactions:

**[As prohibited by MnSCU System Procedure 7.3.3 ]**

Items for personal use  
Items for non-college, non-university purposes  
Cash or cash advances  
Food and beverages for individual employee (authorized cards may allow for food and non-alcoholic beverages for business-related meetings in compliance with system procedures and after obtaining approval for special expenses)  
Alcoholic beverages  
Weapons of any kind or explosives  
Relocation expenses  
Travel related expenses (to be reimbursed using SEMA4 Employee Expense Report form. Authorized cards may allow for airfare, room and related taxes, vehicle rental, and conference and seminar registration)  
Entertainment  
Recreation  
Equipment

**Reporting Lost/Stolen or Unauthorized Purchases:**

The cardholder is responsible for the security of his/her card and any purchases made on the card.

The cardholder must immediately notify the credit card company and the Business Office if the card is lost, stolen, or in the hands of an unauthorized person. Pertinent information regarding the lost or stolen card or improper use must be provided. The cardholder will make a reasonable attempt to recover the card from an unauthorized person. The card will be voided as quickly as possible. However, the cardholder has primary responsibility for any unauthorized purchases made by the cardholder or any other person. If the college is unable to collect the amount owed from the cardholder, the applicable cost center will be responsible for the unpaid amount.

**Individual Transaction Log:** All purchase transactions must be recorded on the Credit Card Individual Transaction Log each month and signed to verify the transactions by the cardholder and the cardholder's supervisor. Receipts, packing slips, etc., must be attached to the Transaction Log.

**Monthly Statements:** A statement of all transactions will be sent to each cardholder by the college business office. Statements must be reconciled with the transaction log and submitted to the Business Office within five (5) days of the statement date. The cardholder must sign and date the transaction log and the statement to confirm the receipt of all goods and services and attach the original receipts that correspond to the statement and obtain the supervisor's signature.

All purchases must be charged to the cost center that the credit card is assigned to or, in the case of multiple cost centers, to the cost center noted on the transaction log. The Business Office is responsible for payment of all purchases.

If there are any discrepancies with any of the charges listed on the statement, the cardholder must complete a Cardholder Dispute Form and notify the Business Office. The cardholder, with assistance from the Business Office, will settle any billing discrepancies with the vendor and instruct the vendor to issue a credit through the credit card. Disputes must be reconciled within fourteen (14) days of the statement date. Final resolution of any dispute must be resolved within sixty (60) days of the statement date.

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Date of Implementation: 2/8/07  
Date & Subject of Revisions: