

## College Operating Procedures (COP)



**Procedure Title:** College Credit Cards  
**Procedure Number:** 04-0203  
**Originating Department:** Office of Financial Services

**Specific Authority:**  
Board Policy 6Hx6:1.02  
Florida Statute 240.325  
Florida Administrative Code 6A-14.073

**Procedure Actions:** Adopted: 07/93; 07/09; 11/1/10

**Purpose Statement:** To establish the procedure for the obtainment, usage and payment of Florida SouthWestern State College credit cards.

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### Guidelines:

This procedure applies to all credit cards issued on behalf of the College.

### Procedures:

#### I. APPLICATION FOR CREDIT CARD

##### A. BANK CREDIT CARD

Bank Credit Cards are issued only in the name of the Vice President of Financial Services.

##### B. RETAIL STORE CREDIT CARDS

Requests for other non-bank cards should be made to the Office of Financial Services with approval of the Vice President of Financial Services. The Office of Financial Services will apply for the cards and distribute them upon receipt to the authorized personnel. Other non-bank cards include the following:

Retail Store Credit Cards  
Hardware Store Credit Cards  
Telephone Company Credit Cards  
Oil and Gas Company Credit Cards

#### II. BUSINESS USAGE

The College credit cards are to be used ONLY for College business. Personal usage is prohibited. The College credit cards may be used for the payment of business travel expenses including, but not limited to, meals, fuel for college vehicles, common carrier

tickets, hotel bills, rental vehicle bills, long distance phone calls and other college related expenses.

NOTE: Travel expenses such as airline fares, hotel bills and auto rentals should be billed directly to the college if the vendor will exempt the college's invoice from state income tax. Companies with offices in the state of Florida must honor the college's tax-exempt certificate. Out of state businesses are not obligated to honor the college's tax-exempt certificate.

### III. PERSONNEL ISSUANCE OF CARDS

Cards for the Lee Campus are kept in a locked file drawer in the Office of Financial Services. Cards that are sent to the Charlotte Campus and the Collier are kept by the Campus Director of Administrative Services. Each time a card is used the requestor presents a copy of their PO and/or Check Request and signs out their card. They must return the card on the same day after its use to be signed back in by appropriate staff. List of available cards:

#### A. BANK CREDIT CARDS

**Bank of America** – Please note that although available for use by certain staff this card cannot be signed out except for situations deemed as emergencies by the College President or designee.

#### B. RETAIL STORE CREDIT CARDS

**Target**  
**Publix**

#### C. HARDWARE STORE CREDIT CARDS

**Northern Tool and Equipment**

#### D. TELEPHONE CREDIT CARDS

**AT&T**

#### E. OIL AND GAS COMPANY CREDIT CARDS

**Shell**

#### IV. RESPONSIBILITY FOR PAYMENT

Payment of credit card invoices will be made by the College's Accounts Payable Department. Credit card bills will be distributed to the card holder for verification of charges and business use. The card holder will sign the bill, attach the related receipts, and submit to Accounts Payable for payment. Any unauthorized charges must be reimbursed to the College by the card holder.

#### V. USE WITH EXPENSE REIMBURSEMENT FORM

The Bank credit card receipts may be used for travel expense substantiation on the travel expense reimbursement form. Copies of the receipts will not be accepted.

#### VI. LOST CARDS

It shall be the responsibility of the employee cardholder to notify the Office of Financial Services immediately of the loss of any College credit card. Any failure to do so may result in the employee cardholder being responsible for unauthorized usage of the card.

#### VII. TERMINATION OF EMPLOYMENT

Upon termination of employment with the College, the employee must surrender all College credit cards issued to them to the Office of Financial Services. If the card is issued to an employee's name but is kept by someone else rather than on their person they should notify the Accounting Manager so that the card may be canceled. The Accounting Manager will be informed via email of employees terminating employment at which point the name will cross referenced to the list of employees with credit card issued in their name.