

College Operating Procedures (COP)



Procedure Title: College Credit Card
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: 07/1993; 07/2009; 11/1/2010; 01/20/2021

Purpose Statement: To establish the procedure for the use and payment of Florida SouthWestern State College creditcards.

Guidelines:

This procedure applies to all credit cards issued on behalf of the College. This procedure does not apply to purchase cards (Pcard). Please see College Operating Procedure 04-1014 for Pcard use.

Procedures:

I.
A. BANK CREDIT CARD

Bank Credit Cards are issued only in the name of the Vice President of Operations/Chief Financial Officer. All cards are securely kept in the Office of Financial Services.

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. Departments requiring the use of a College credit card should make an appointment with the Office of Financial Services. Requesting department must provide a valid index and budget administrator approval prior to use. Once charge is completed the requesting department must complete a check request made payable to Bank of America and submit to the Office of Financial Services.

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 items such as booking travel related expenses, conference registration, or online purchases.

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. RESPONSIBILITY FOR PAYMENT

Payment of credit card invoices will be made by the College's Accounts Payable Department. All invoices, statements and correspondence should be directed to the Accounts Payable Department.