

## AP 6335 District Credit Cards

District credit cards will only be issued to District employees whose job duties require the regular use of a credit card. District credit cards are issued for Taft-College related business only. Personal use of the card is prohibited. Use of the District credit card is limited to those purchases which cannot be efficiently accomplished through the purchase order system. The Taft College purchase order system is the required method for purchasing supplies and services. American Express cards are not to be used in lieu of issuing a purchase order and securing approval in advance of a college related purchase. District credit card use must be consistent with all District policies and procedures. Abusive use or failure to submit appropriate documentation in a timely manner may result in the termination of card privileges as well as disciplinary action up to and including termination.

### Procedure:

1. Requests for a District credit card must be approved by the Vice President responsible for the requestor's area, and sent to the Executive Vice President, Administrative Services/CFO.
2. Upon approval by the Executive Vice President, Administrative Services/CFO, the Business Services department will send the requestor the American Express Corporate card application.
3. The requestor must complete the application in full and submit it to the Business Services department.
4. The Executive Vice President, Administrative Services/CFO will review the application and sign it prior to submitting it to American Express.
5. Upon approval by American Express, the Business Services department will receive the card from American Express and schedule a training session with the requestor.
6. The requestor participates in the credit card training session prior to reviewing and signing the American Express Use and Payment Process form.
7. The American Express Use and Payment Process form is maintained by the Business Services department.
8. The card holder must create an online account through the American Express website ([www.americanexpress.com](http://www.americanexpress.com)).

9. By the 25<sup>th</sup> of each month, the card holder must review their monthly billing statement and complete the following steps:
  - a. Complete a Credit Card Summary Sheet identifying each charge, the event in which it relates to (if any), and the department or individuals for which the charge occurred (i.e. name of traveler or individual hosted, etc.) see AP 7400 Travel if applicable (available on the Taft College website.)
  - b. Create a purchase order indicating the budget code(s) for all charges. Be sure to write the purchase order number on the form.
  - c. Attach all receipts. It is recommended that small receipts are taped to a sheet of paper.
  - d. Make three copies of the statement, credit card summary and all receipts (two for accounts payable, one for yourself) and forward to the Business Services department by the last business day of the month.
  - e. If you do not incur any charges during the billing cycle, it is not necessary to submit any documentation to the Business Services department. Except for emergencies, personal use of the account is prohibited. Emergencies are defined as unexpected work-related costs that are required, unexpected, and unavoidable. The account must be paid in full each month.
10. The Business Services department will issue monthly utilization reports to the Executive Vice President, Administrative Services/CFO for review and appropriate action as necessary.