

Procedure Title:	College Credit Card
Procedure ID:	#OP 4-414A
Manual Classification:	Finance and Facilities
Linked to Policy:	4-414 Travel and Expenses
Approved by Senior Management Team (SMT):	October 2023
Effective Date:	October 26, 2023
Next Review Date:	October 2026
Contact for Procedure Interpretation:	Vice President, Finance

1.0 – Purpose

The purpose of these Procedures is to set out the terms and conditions that govern the issuance and use of Credit Cards.

The purpose of a Fleming College Credit Card is to offer a method for either individuals or departments to pay for business expenses. Cards that are held for use by a department (e.g., held by an Operations Officer) will be used only by the individual to which that card has been issued. However, that card may be used to charge various expenses on behalf of the department. The use of these cards allows the employee to keep their business travel expenses separate from a personal credit card; allows the College to track and manage work-related payments; and reduces the employee’s liability with business travel related expenses.

2.0 – Definitions

The following definitions apply to this Procedure:

Cardholder: any employee to whom a Fleming College Credit Card has been issued to pursuant to this procedure.

Credit Card: a College Credit Card that is intended to be used for the sole purpose of conducting College business.

3.0 – Guiding Principles

3.1 - A College Credit Card may be made available to certain employees and is contingent on continued employment. Termination of the employment relationship will result in immediate surrender of the Credit Card.

3.2 - Cardholders are required to operate within approved budgetary amounts (e.g., the budget within a particular operating unit). The budget holder is responsible for directing individual card holders with respect to spending limits in a fiscal or operating period. Further, expenditures must be within restrictions set out by applicable policy.

3.3 - The Credit Card is the property of the College and shall not be used for any personal expenditures that are not directly related to College business. Failure to comply with this expectation will result in cancellation of that individuals' College Credit Card. Outstanding payments purchases not related to College business are required to be immediately repaid to the College. Failure to do so will result in payroll deductions for the personal amount from the employee's next pay.

3.4 - If the Credit Card is lost or stolen, or there are suspected illegitimate charges on the card, the card holder will immediately notify the College's Finance department.

3.5 - The cardholder will maintain control and security of the credit card, including taking precautions to maintain confidentiality of credit card information.

4.0 – Scope

This Procedure applies to all College employees to whom a College Credit Card has been issued.

The Vice President, Finance is the Policy Authority and is responsible for overseeing the implementation, administration and interpretation of these Procedures.

5.0 – Operating Procedure

5.1 – Eligibility

College employees that have, as a part of their role, responsibility for undertaking significant business expenditures on behalf of the College, for which a credit card is an appropriate method of payment. A list of items that are precluded from credit card purchases is provided on the Finance webpage. These items include:

- a) Internal service providers
- b) Hazardous or Radioactive materials
- c) Products/services \$4999.99 (before taxes) or over.
- d) Long term (1 year or more) rental/leases
- e) Personal purchases (no personal charges of any type that belong to staff/faculty, etc.)
- f) Prior to making a purchase related to Computer Equipment or software, staff should contact Information Technology Services and/or Purchasing to determine if the purchase should be co-ordinated through these areas.

Employees that occasionally incur business expenses (e.g., travel or professional development on an annual or quarterly basis) may do so through the expense reimbursement system or make use of a departmental or central credit card. Employees that regularly facilitate purchases of supplies may do so through the procurement process, particularly if the purchases are significant relative to the purchasing thresholds

Employees must apply for Fleming College Credit Card by completing the credit card application form, which once complete will be routed to their supervisor for approval. Subsequently the application will be reviewed by the Finance department.

Prior to receiving the Credit Card, potential Cardholders must complete a mandatory training

session.

When Cardholders receive their card, they will be required to review and agree to the Cardholder Agreement with the financial institution supplying the card, which sets out the terms and conditions of the Credit Card.

5.2 – Recording and Reconciling Expenditures

The College is responsible for making all payments to the credit card company.

Card holders are responsible for all charges made to the card held by the card holder.

Credit Card balances are to be reconciled through the Credit Card system in alignment with [College Policy 4-414 Travel and Expenses](#). Reconciling means coding the expense to the proper department, verifying tax amounts and providing sufficient appropriate supporting documentation (receipt, rationale for expenditure).

Credit card expenses are to be reconciled and submitted within the deadline dates posted on the Finance webpage. Finance will review outstanding submissions and provide reminders and follow-up with cardholders as needed. If such expenditures have not been reconciled within a month of the original deadline date the card will be suspended. Cardholders who repeatedly have outstanding submissions will have the card assigned to them terminated.

Expenditures that are not reconciled at the time of suspension or termination of the credit card will be given one additional month to reconcile expenses. After such time, unreconciled expenditures will be deemed to be personal costs and the cardholder will be required to reimburse the College.

If a card is suspended or cancelled, the College will arrange with the employee an agreement for repayment of unreconciled amounts on a case-by-case basis. Agreements may include one of the following options:

- a) Payment schedule with the employee making payments to the College;
- b) Agreement with the employee to deduct the overdue balance directly from their employment compensation based on a one-time or multiple period deduction; or
- c) Another mutually beneficial arrangement reached in cooperation with the employee and the College.

Employees who have undergone a suspension or cancellation of a credit card may apply for reinstatement after 6 months. Such applications will be evaluated on a case-by-case basis by the VP, Finance.

5.3 Cardholders that depart from the College

A cardholder who leaves the College will inform Finance on the day they give notice. The Human Resources department will confirm the departure, including the last day of employment. The employee will submit all outstanding receipts and expenses prior to departure.

Human Resources will notify the VP, Finance of all terminated individuals, as soon as possible, so that the Credit Card can be terminated, and a list of outstanding expenses can be identified.

6.0 – Related Documents

- College Policy 4-414 Travel and Expenses
- College OP #4-414 Travel and Other Expenses
- College Policy and Operating Procedure 4-411 Procurement
- College Policy and Operating Procedure 4-417 Signing Authority

7.0 – History of Amendments & Reviews

Date	Activity
October 26, 2023	Procedure Approved by SMT