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## PURPOSE

The purpose of the Alfred University Credit Card Policy is to provide specific guidance for the use of University issued credit cards, as well as defining the documentation required to substantiate related expenses. This policy is applicable to all individuals who are issued a University credit card and those who monitor the use of University issued credit cards.

## GENERAL GUIDELINES

Alfred University is responsible for paying business related expenses that support its mission. Employees are responsible for prudently using University resources for business related purchases. The University provides credit card options, both long-term use cards (“One Cards”) and pre-funded cards (“Emburse Cards”), for these directives. University issued credit cards may not be used for personal expenses.

Any questions pertaining to the Credit Card Policy should be directed to the Controller.

## SALES TAX EXEMPTIONS

Alfred University is a not-for-profit institution, and the University’s tax-exempt status should be used for business-related travel and purchases, as appropriate. Cardholders may obtain copies of Tax-Exempt Forms from the Business Office website to present to vendors at the time of purchase.

## RESPONSIBILITIES OF THE CARDHOLDER

Cardholders have fiduciary responsibility for the University and are responsible for knowing and applying all policies and procedures associated with holding a University issued credit card.

Improper or fraudulent use of a University issued credit card or delinquency in reporting will lead to suspension of credit card privileges, reimbursement of personal charges, and/or further disciplinary action.

## RESPONSIBILITIES OF THE SUPERVISOR

Supervisors have a responsibility to uphold the integrity of the Credit Card Policy by reviewing expenses for reasonableness, against budget, and for FOAP accuracy within a timely manner. Timely supervisor approval is generally within 3 days of submission.

## CREDIT CARD PORTAL ACCESS

University issued cardholders can access details about their credit card, balances, and related transactions using the designated credit card portals. Upon activation of the card, the cardholder will have access to their designated portal for future use.

One Cards are issued through Elan and Emburse cards are issued through Emburse.

## IMPORTANT LINKS

One Card Portal: <https://www.access-online.com/>

Emburse Card Portal: <https://app.emburse.com/>

Travel/Expense Portal: <https://travel.alfred.edu>

Need Assistance?: [businessofc@alfred.edu](mailto:businessofc@alfred.edu)

## OBTAINING A UNIVERSITY ISSUED CREDIT CARD

All physical cards are shipped to Alfred University and can be picked up at the business office upon notification of arrival.

### LONG-TERM USE CARD ("One Card")

One Cards are issued to University employees who travel 5 or more times in a calendar year and/or are in an administrative position in which they make small, regular, non-travel purchases that support their department and the University's mission. Applications for a One Card can be obtained by emailing the Assistant Controller.

### PRE-FUNDED CARD ("Emburse Card")

Emburse cards are issued to University employees who travel infrequently and do not have a long-term use card. Emburse cards are physical cards that can be obtained by completing a Pre-Approval in the University travel/expense system a minimum of 14 days prior to needed use. Emburse cards can be reloaded and funded for future use via a new Pre-Approval request.

### CONTINGENCY CARDS

The University Business office holds two One Cards that can be signed out for use in the event of unforeseen circumstances. These cards are also available to cover the cost of hotel and/or airline tickets for short-term student travel. Contact the Business Office for more information.

## USE OF A UNIVERSITY ISSUED CREDIT CARD

### RECEIPTS

All purchases made on a University issued credit card must be substantiated with appropriate backup including detailed/itemized receipts supporting the business purpose of the purchase. If a receipt for an expenditure is lost, the cardholder may attach a Missing Receipts Form signed by their supervisor, acknowledging the lost receipt. The cardholder must make all reasonable attempts to contact the vendor and obtain missing receipts prior to completing the missing receipts form. Expenses exceeding \$75 without receipts will require reimbursement to the University by the cardholder.

### CARD LIMITS

For One Cards, the total monthly transaction and single transaction limits are set by the University Business & Finance Department. Temporary increases in transaction limits can be obtained by emailing the Assistant Controller.

Emburse card limits are set based on the employees Pre-Approval submission which sets pre-determined limits on the funds available and period of use. Temporary increases in Emburse card funding can be requested in the Emburse cards portal.

## RECONCILIATION & REPORTING

All credit card expenses are electronically posted to the University's travel/expense system. Within the system, cardholders are responsible for uploading receipts, assigning appropriate FOAP'S, and submitting an electronic expense report for appropriate approvals.

All non-travel credit card transactions should be submitted on a single monthly report **within 10 days** of month end.

All travel related expenses should be placed on separate reports, per trip, and submitted **within 10 days** of the trip(s) completion.

## **MISCELLANEOUS**

The University Credit Card Policy is designed to be used in tandem with the University Travel Policy and the University's Procurement Policy.

### **DELEGATION & SHARED USE OF CARDS**

Because the University offers Emburse cards, the delegation and sharing of individual cards should not be necessary. However, Deans' offices hold cards for delegated use at their discretion. If a card is delegated for use, the reconciliation of all transactions within the University's travel/expense system will be the responsibility of the cardholder.

### **ALCOHOL & ENTERTAINMENT OF GUESTS**

Under normal circumstances alcohol is not an allowable University related expense.

Meals and functions are considered entertainment if they are intended to provide hospitality to non-University individuals, which is deemed necessary and customary in furthering the University's business interests. In the case of entertainment of donors, potential donors, alumni, and cabinet level employment candidates, alcohol can be deemed a reasonable expense.

### **PROCUREMENT POLICIES**

University Procurement Policies prohibit the use of University issued credit cards for non-travel related purchases over \$250. All non-travel related purchases over \$250 should be processed using a purchase order through the Office of Procurement Services. Regardless of dollar amount, no computer equipment may be purchased on a University issued credit card.

In certain instances, employees may use their University issued credit card for electronic subscriptions/services or purchases over \$250 when reasonable, practical, and approved by the Office of Procurement Services.

### **LOST OR STOLEN CARDS & SUSPICIOUS ACTIVITY**

If a card is lost or stolen, or has confirmed suspicious transactions, it must be reported to the Business office immediately for further direction on cancellation.

### **EMPLOYMENT EVENT CHANGES**

Upon separation of employment, change in department, or extended leave, supervisors must notify the Business Office and when applicable, University issued credit cards must be turned into the Business Office.

### **EXPIRATION OF CARD**

Upon expiration of University issued One Cards, new cards will be mailed and can be picked up in the Business Office. All expired cards must be turned into the Business Office at that time.

Expired Emburse cards must be turned into the Business Office upon expiration. New cards can be obtained by completing a Pre-Approval in the University's travel/expense system.