



ADMINISTRATIVE POLICY

Policy Type:	Credit Card Policy
Policy Number:	LC-1201
Date Adopted:	February 23, 2004
Date Last Reviewed:	November 2, 2022
Version:	3.0
Office Responsible:	Business Office

Policy Summary: This policy will provide oversight and guidance to the college's credit card holders. The credit cards shall be used to efficiently execute non-capital purchases. Capital purchases are items consisting of furniture, fixtures, equipment, construction and/or renovation, ECT, valued at \$250 or more. These cards are not intended to replace any approvals or authorizations that need to be made prior to making a purchase.

Scope: College employees, independent contractors or staffing agency employees authorized to use company credit cards.

Policy Statement: Purchases are to be made by approved users for approved purchases with required supporting documentation and in accordance with College procedures.

Approved Users: Any College employee, independent contractors or staffing agency employees who are recommended by their immediate supervisors and is authorized by the President or CFO. Any College employee who is approved by the President may purchase alcohol for College/Foundation sanctioned business. This authorization will be sent to the CFO in writing.

Conditions of Use: Purchases may only be authorized by the person whose name appears on the credit card. Purchases must be within approved program budget and not identified as unauthorized. Purchases must be made in accordance with the College's tax-exempt status. Purchases must be delivered to the Central Campus address of 2111 Emmons Rd Jackson, MI 49201 to ensure appropriate inventory controls. Purchases made from JC approved vendors shall be consistent with terms and condition agreements.

Credit card holders must complete an initial orientation, annual procedure review and sign an Acceptable Use Agreement.

Unacceptable Use:

- Non-business expenditures.
- Alcohol, tobacco and/or controlled substances.
- Unapproved capital equipment and upgrades (i.e. fixtures, equipment, furniture, construction and/or renovation, etc. valued at \$250 or more)



- Unapproved technology (i.e. cell phones, computers, accessories, etc.)
- Withdraw of cash.
- General office supplies available from JC approved contract suppliers.
- Maintenance agreements.
- Personal and/or professional associations and fees.
- Splitting purchases to circumvent the purchasing policy requirement(s).
- Political contributions.
- Chemicals, cleaning agents and hazardous materials.

Misuse or Non-compliance: JC may cancel a credit card for misuse or non-compliance with this policy and related procedures. The College shall seek restitution for any inappropriate charges made to the card. Fraudulent or intentional misuse of the card will result in revocation of the card, possible disciplinary action including termination and possible criminal charges.

Change Log:

<u>Date Of Change</u>	<u>Description of Change</u>	<u>Responsible Party</u>
11/16/11	Change log added	A. Goings
4/8/15	Edits	D. Norris
11/2/22	Vendor language added	J. Globoker