

Cornell College
POLICIES AND PROCEDURES

Department:	Business Services
Subject:	Cornell College Commercial Card Program Policy
Effective Date:	April 12, 2021
Approved By:	Vice President, Chief Operating and Chief Financial Officer

POLICY OVERVIEW

This policy outlines requirements for faculty and staff (“employees”) of Cornell College who are issued a Cornell College Commercial Card (“Card”). Cornell College will authorize a Card for employees who need one to conduct the business of the College. The employee is expected to maintain certain standards in the use of the Card in order to retain the privilege of having the Card which will be described in further detail in this policy.

Scope: This policy applies to all employees at Cornell College who are issued a Cornell College Commercial Card (“Cardholders”).

Card Policy and Use Questions: It is the responsibility of the Cardholder to clarify any questions of acceptable Card use. Questions pertaining to this policy should be directed to the Cardholder’s supervisor and/or vice president, the Cornell College Card Administrator (“Administrator”), or Controller.¹ The Vice President, Chief Operating and Chief Financial Officer will review and update this policy as needed, with notification to the President’s Council.

PROCEDURES

Vice Presidents should submit their recommendations regarding employees in their division who have a demonstrated College business need for a Card to the Administrator and Controller. “Business need” is defined as an employee who routinely travels on College business and/or purchases office supplies on behalf of their department whereby a Card would reduce the need for personal reimbursement requests or separate vendor invoices.

Vice Presidents assume responsibility for ensuring that Cardholder purchases within their area and use of the Card are within department and budget expectations and for business needs. The statement approval process represents department accountability for the purchases and use of the Card made by the Cardholder.

The Controller will approve/deny recommendations for a Card and will also establish the credit limit for that Card based on anticipated business need for that employee. The Administrator will contact the supporting financial institution to issue a Card in the name of the employee, with the approved credit limit.

¹ The current Administrator is the Operations Manager for the Division of Business and Enterprise Services who can be reached at businessservices@cornellcollege.edu or (319) 895-4242.

Each employee authorized to be a Cardholder will sign a Cornell College Commercial Card Program Cardholder Agreement, indicating their agreement to abide by specified standards in regard to the use of the Card.

As necessary, the credit limit may be increased temporarily for non-routine purchases. The Cardholder will submit the temporary increase request in advance of the purchase through their vice president to the Administrator and Controller. Upon approval by the Controller, the Cardholder's credit line will be temporarily increased by the Administrator to accommodate the purchase and decreased following the purchase.

Misuse of a Card by a Cardholder for personal or unauthorized purchases, or failure to meet the deadline for submitting receipts and statement approval in the format required, may result in immediate inactivation or cancellation of the Card and/or disciplinary action. The Administrator will notify the Cardholder, Cardholder's supervisor and/or vice president, Controller, and Vice President, Chief Operating and Chief Financial Officer of any misuse of a Card, or of any failure to meet the statement submission, review, or approval deadlines (see below).

OFFICE SUPPLIES

Cornell College has entered into an agreement with Office Express in an effort to reduce costs for office supplies and all supplies should be purchased through this vendor using a Card where possible. Not all items may be currently available through the supplier; however, it may be possible to add the items to the approved purchasing list. Additionally, if a lower price is available from another resource, Office Express should be contacted with this information so they may either price match, or further discount the items requested. Orders can be placed at: <https://order.officeexpress.us/>, or by calling 800.706.0176. Login credentials are required using a Cornell email address.

Again, it is the responsibility of the Cardholder to clarify any questions of acceptable Card use. Questions pertaining to this policy should be directed to the Cardholder's supervisor and/or vice president, the Administrator, Controller, or the Vice President, Chief Operating and Chief Financial Officer.

SUBMISSION TIMELINE

Business Services cannot post credit card transactions until all approvals have been submitted. Failure to submit and approve expenses in a timely fashion prevents these expenses from being posted to their respective cost centers, and diminishes the ability for department heads to properly manage department budgets. Repeated instances of missing the statement submission, review, or approval deadlines may result in cancellation of the Cardholder's Card privileges. The approval submission timeline is outlined below.

- **Cardholders:** Submit completed monthly statement (including uploading imaged receipts, adding descriptions, and account coding) no later than **Day 5 of the billing month**
- **Reviewers:** Complete reviews of all statements ensuring detailed imaged receipts are uploaded, descriptions are included, and account coding is accurate no later than **Day 10 of the billing month.**

- **Approvers:** Complete approval of all statements ensuring all reviews are completed and any follow-up is resolved no later than **Day 15 of the billing month.**

UNALLOWED CARD EXPENSES

Cardholders may not use the Card for the following expenses unless authorized by the President and Vice President, Chief Operating and Chief Financial Officer.

- **Personal Use:** **Any personal use of a Card is strictly prohibited.** All instances of personal use of a Card by a Cardholder will require reimbursement of the associated amount to the College via personal check or payroll deduction within 21 days of confirmation of the Cardholder's personal use and may result in cancellation of the Cardholder's Card privileges. Instances of personal use of a Card may also be forwarded to Cornell Human Resources to determine whether further disciplinary action is required.
- **Faculty Development:** The Card may not be used for faculty development expenses.
- **Information Technology:** The purchase of any information technology software or equipment, including but not limited to computers, laptops, tablets, routers, I/O hardware (keyboards and mice), routers, printers, monitors, speakers, or cables is prohibited by any individual outside those Cardholders specifically authorized within the Information Technology department.
- **Fines:** Fines such as toll violations, speeding tickets, parking fines or other such expenses that occur in the course of conducting College business are considered to be the employee's personal responsibility. Use of the Card to pay for such expenses will be considered Personal Use as defined above.

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