



<b>Policy Number and Title:</b>	<b>200.106 BMCC Employee Credit Card Policy</b>		
<b>Approval Authority:</b>	Board of Regents	<b>Date Effective:</b>	April 19, 2024
<b>Responsible Office:</b>	Accounting	<b>Responsible Office Contact:</b>	Vice President for Business and Finance

**1. POLICY STATEMENT/REASON FOR POLICY**

The purpose of this policy is to explain the policy and procedures governing the Bay Mills Community College (BMCC) Employee Credit Card program which provides an efficient, cost-effective method of paying for College-related travel and other business expenses.

**2. ENTITIES AFFECTED BY THIS POLICY**

Employees as approved by the President.

**3. WHO SHOULD READ THIS POLICY**

All employees at BMCC.

**4. WEB SITE ADDRESS FOR THIS POLICY**

-This policy can be found at:

<http://www.bmcc.edu/about-bmcc/governance-administration/college-policies>

**5. FORMS/INSTRUCTIONS**

Credit Card Use Agreement.

**6. HISTORY**

-Amended: July 1, 2015. Revised June 17, 2022. Revised April 19, 2024.

-Next Review Date: June 17, 2027.

-BMCC reserves the right to revise policies at any time.

## 7. THE POLICY

### BAY MILLS COMMUNITY COLLEGE EMPLOYEE CREDIT CARD POLICY

#### **PURPOSE**

The purpose of this policy is to explain the policy and procedures governing the Bay Mills Community College (BMCC) Employee Credit Card program which provides an efficient, cost-effective method of paying for College-related travel and other business expenses.

Employee participation in the BMCC Credit Card Program is a convenience that also carries responsibilities. Although the card is issued in an employee's name, it is considered BMCC property and must be used in accordance with this policy.

#### **POLICY AND PROCEDURES**

##### **I. Credit Card Issuance and Usage**

- A. The BMCC Employee Credit Card is provided to employees designated by the President based on the need for business-related travel. A card may be revoked at any time based on change of assignment or location. This card is not an entitlement nor reflective of title or position.
- B. Although the credit card is issued in the employee's name, it is a Bay Mills Community College credit card and can only be used for expenses relating to College business. The employee must sign the back of the card and is responsible for the card's physical security and the transactions made with the card.
- C. Failure to comply with this policy will result in the loss of credit card privilege.
- D. The card is for approved travel and business-related purchases only. Personal charges are not to be made to the card. In addition, this card shall not be used for purchases or transactions related to our purchasing policy.
- E. All charges are billed directly to and paid directly by the College. Any personal charges on the card could be considered misappropriation of company funds since the cardholder cannot pay the bank directly.
- F. The card limit will be set to a specified amount that is estimated based on actual hotel prices, incidentals, estimated fuel costs for BMCC Fleet Vehicles, and \$500.00 vehicle incidental coverage, i.e., flat-tire, towing, etc., and bridge fare/toll fees. College authorized activities for student trips, such as for cultural enrichment, would also be added to the card limit.
- G. The BMCC employee is responsible for obtaining an itemized receipt for all transactions. For example, a hotel receipt should list the room charge, taxes and fees, and any other charges separately rather than a total charge.
- H. In addition to the itemized receipt, the IRS requires that meals attended by more than 1 person include the name(s) of the individuals present, their business relationship, and the business purpose. The College has developed

a Business Meal Form that must also be completed to meet these substantiation requirements.

## **II. Reconciliation and Payment**

- A. Cardholders are expected to comply with internal control procedures to protect College assets. This includes keeping receipts, reconciling monthly statements, and following proper card security measures.
- B. Each month, the cardholder will complete a Credit Card Expense Report which identifies all card transactions incurred. The cardholder must list all transactions, identify the general ledger number for each transaction, describe the business purpose, and sign the statement. The cardholder will then enter the information in the web payment portal for each transaction with the general ledger account number(s), attach the Credit Card Expense Report, and itemized receipts. The cardholder's supervisor must electronically review and approve the transactions.
- C. The Accounting Office will compare the Credit Card Expense Report to the monthly credit card statement and if they agree, will process the bill for payment. If there is a discrepancy, the Accounting Office will contact the cardholder for resolution.
- D. If an item on the statement is not an authorized charge (e.g., cardholder did not make the transaction, incorrect amount, etc.), the cardholder must contact the vendor to resolve the error. If the vendor agrees that an error has been made, the account will be credited. The disputed transaction should be identified on the statement as a reminder that the item is pending resolution.
- E. If the vendor does not agree that an error has been made, the Accounting Office will notify the bank to dispute the charge.

## **III. Lost or Stolen Card and Return of Card**

- A. If the credit card is lost, stolen, or the subject of suspected credit card fraud, it should be reported immediately by telephone to PNC Bank Customer Service at 1(800) 685-4039 and to the BMCC's Purchasing Specialist. In addition, an incident report must be immediately filed with the BMCC Risk Manager.
- B. The credit card must be returned to the Purchasing Specialist upon termination of employment or service with the College. At that point, no further use of the account is authorized.

## **IV. Improper Use of Card**

- A. Designated employees issued a card are the only persons entitled to use the card and are financially responsible for all charges made against the card.
- B. The BMCC employee is financially responsible for paying all improper and unapproved charges made on the card.
- C. Improper or unapproved use of the card can be considered misappropriation of College funds which may result in disciplinary action, up to and including termination.