Guidelines for Credit Card Purchases (non-research projects)

Background

Western University of Health Sciences (University) will provide qualified employees with a credit card at the University’s expense to purchase travel expenses on behalf of the University.

The credit cards should mainly be used to purchase travel related expenses. However, incidental non-travel related expenses and the purchase of non-deliverable items can be made not to exceed $100 per occurrence. Travel expenses would include: airfare, hotels, meals, and conference registrations. The proper name of the individual will be embossed on the credit card along with “Western University of Health Sciences”.

Scope of This Guidance

Credit cards will be issued with concurrence from the applicable Dean or Vice President responsible for the individual requesting the credit card, and the Chief Financial Officer/Treasurer. The cardholder is responsible for the card's safekeeping and may not be transferred, assigned, or used by anyone other than the designated cardholder. Wells Fargo, American Express, or the University may, at any time, suspend or cancel the cardholder’s privileges for any reason and the cardholder will surrender the credit card to his/her supervisor upon request. Use of the credit card or account by the cardholder after notice of its cancellation may be considered fraudulent and further action by the University may take place against the cardholder. Should the credit card be revoked for improper use, it will be considered the employee’s choice to lessen their ability to perform their job duties since the credit card is issued as a convenient alternative for traveling and incidental expenses.

Executive Management, Dean or Vice President

It is Executive Management, Dean or Vice President’s responsibility to identify and authorize cardholders and are ultimately responsible for the activities and individuals who are utilizing the credit cards. Should fraudulent activity occur, remuneration will be charged to their available funds.

Director, Supervisor or Department Head Responsibilities

If the Executive Management, Dean or Vice President assigns the responsibility to oversee a cardholder’s activity, the assigned individual must monitor the use of the credit card, assist with the setting of limits, provide changes and up-to-date information on all departmental employees under their authority. The individual must generate and retain accurate credit card records and if applicable, be responsible for approving the charges. The Director, Supervisor or Department Head has the obligation to review the business nature for charges incurred by the cardholder and has the responsibility to call upon University Financial Services and Treasury (UFST) to investigate potential improprieties.

Sponsored Research Activity

Should the credit card be used for research expenses that relate to grants and contracts you must retain the authorization by the Sponsored Research department for all charges made on the credit card.

See separate guidelines for research projects.
Cardholder Responsibilities

The credit card is valuable property which requires proper treatment by the cardholder to protect it from misuse by unauthorized parties. The cardholder is required to sign the credit card immediately upon receipt. When the current card has expired or when a new card is issued to the cardholder, it is the cardholder’s responsibility to return the old card to the Office of the CFO/Treasurer. If the cardholder's employment is terminated for any reason, the cardholder will give the card to his/her supervisor or to the Office of Human Resources (HR) during the exit interview. The supervisor or HR must then promptly notify UFST. It is the cardholder’s responsibility to obtain itemized transaction receipts from the vendor each time the credit card is used. Individual transaction receipts shall be submitted to the appropriate departmental individual for monthly reconciliation.

Lost or Stolen Credit Cards

Lost or stolen credit cards shall be documented immediately and the following steps are to be followed:

The cardholder is to report the incident to his/her immediate supervisor, and the supervisor or cardholder is to immediately contact Wells Fargo at (800) 932-0036 or American Express at (800) 528-2122 24-hour toll-free numbers.

The cardholder or supervisor also needs to contact UFST at (909) 469-5210 to alert of the lost or stolen credit card and confirm that notification to Wells Fargo or American Express has been completed.

Card Use Appropriateness

Failure to use the credit card in accordance with the University's policies including, but not limited to, conflict of interest, may result in revocation of the credit card and may involve appropriate disciplinary action up to and including termination and prosecution.

Policy violations include, but are not limited to:

- Splitting transactions to circumvent per transaction limits.
- Purchasing items with the credit card for personal use.
- Failure to return the credit card when reassigned, terminated, or upon request.
- Failure to submit properly completed reconciliation statement in a timely manner.
- Failure to report a lost or stolen credit card to the appropriate person immediately after discovery.
- Transferring assignment of the credit card to another individual.

The credit card should never be used for the purchase of the following items:

- Capital Equipment that includes electronic equipment, i.e. computers, cell phones, software, etc.
- Cash Advances
- Consulting and Counseling
- Book orders (except while at conference)
- Donations and Contributions
- Fines and Penalties
- Gift Cards
- Licenses or recurring subscriptions
- Maintenance or contact agreements
- Office or break room supplies
- Products that contain Hazardous Materials
- Radioactive Materials

ALL ORIGINAL RECEIPTS MUST ACCOMPANY THE MONTHLY RECONCILIATION STATEMENT.