

Northwest Indian College

Acceptable Credit Card Use Agreement

Summary

This Credit Card Acceptable Use Agreement outlines the responsibilities, privileges, and processes for the appropriate use of Northwest Indian College (NWIC) issued credit cards. Each employee issued a credit card that is guaranteed by NWIC is required to act in accordance with the policies and procedures set forth in this document. Additional information may be found in the Credit Card Use Policy (section 1100) of the NWIC Finance Manual.

Background

The established purchasing method of NWIC is through use of approved purchase orders with payment of vendor invoices using college checks. This method allows for budget compliance and ensures that the organization obtains certain institutional discounts and does not pay sales tax when appropriate. In some cases however, use of a purchase order or college check is not feasible. As such, select employees are provided with college issued credit cards.

Eligibility

Only employees whose principal job responsibilities require use of a credit card will be issued an NWIC credit card. The issuance of such credit cards is at the discretion of the President or the respective Vice President of Northwest Indian College.

Acceptable Use

- NWIC issued credit cards **cannot** be used for cash advances, personal or non-business related purchases, or the purchase of alcohol.
- NWIC issued credit cards are not intended for purchases that can otherwise be paid for using corporate checks. Instead they are intended for vendors that do not accept purchase orders, corporate checks, or for purchases while on travel or for emergencies.
- NWIC is a tax-exempt entity. As such, when using a credit account, the user should ensure that the vendor is provided with the tax-exempt forms and that state sales tax is not charged for goods delivered to main campus or the extended sites.
- Card numbers should not be distributed beyond the cardholder's authorized designee and should not be saved in online accounts or files to which others have access.
- Credit card use should conform to any relevant grant funding restrictions.

Documentation and Payment Procedures

- The employee issued the college credit card is solely responsible for all purchases on the card.
- The cardholder is responsible for ensuring that credit card purchases are within budget and properly approved.
- Travel expenses billed to a college credit card for overnight travel must include a properly completed Permission to Travel Form for each travel
- Complete receipts and documentation must be submitted to the Business Office no later than one week prior to the due date of the credit card statement to ensure timely payment. Documentation should include a complete account code and all related receipts and proof of payment attached.

- Purchases for which no receipt or proof of payment exists need to be supported by a signed memo from the credit card holder stating the purpose of the expenditure and reason for lack of proper documentation.

Please understand that the college is routinely audited and thus it is especially important that all purchases are properly documented with a proof of payment.

Violations of Acceptable Use Agreement

Violations of this agreement may result in Corrective Action in accordance with Section 8 of the Personnel Policy Manual. The level of Corrective Action to be imposed for such violations will depend on the severity of the violation, and whether there is any negligence from a lost or stolen card, or willful misuse of the credit card. Cardholders are responsible for reporting a lost or stolen card to the card issuer and the Business Office as soon as possible.

The following lists the consequences for violations of this agreement as outlined above*:

- First Violation – Verbal warning by supervisor and deduction of any unacceptable purchases or resulting fees (late fees, interest charges, etc.) from employee’s next pay check
- Second Violation –Suspension of credit use for one month, and deduction of any unacceptable purchases or resulting fees from employee’s next pay check
- Third Violation – Revocation of credit card, and deduction of any unacceptable purchases or resulting fees from employee’s next pay check

Termination of Employment

Upon termination of employment of a cardholder, all cards will be cancelled and must be returned to the Finance Department.

I, _____, agree to comply with the stipulations for credit use outlined in the Northwest Indian College Acceptable Credit Card Use Agreement.

Employee Signature

Date

* Any violations that are disputed by a cardholder will be resolved through discussion and consultation with the respective supervisor and the Chief Financial Officer.