**ADMINISTRATIVE PROCEDURE NO: AP 601.1**

**RELATED TO POLICY NO. BP 601**

**TITLE: Credit Card Issuance and Use**

Credit Card use, as a method of purchase, is fully governed by all, and may not be used to circumvent any, approved Purchasing Policy or Procedure. Purchases with a card may ***only*** be used for *Small Procurements* at the departmental level. (AP 601) Cards are issued with approval of the Chief Financial Officer (CFO). The UCC Credit Card Usage Agreement form must be read and signed by the card user.

Card purchases by authorized staff are to be transacted only as a supplement to regular procurement methods and when appropriate - e.g.: hotels and travel, rental cars, on-line vendors, registrations, subscriptions, or time-sensitive situations. Documentation for, and reconciliation of, these purchase types are the responsibility of the originating department.

Card holders shall agree to the following statements:

1. To abide by all approved policy and procedures for Credit Card use.
2. To use the issued card for UCC business only.
3. To not exceed budget authority or the card’s remaining balance.
4. This card will not be used for personal use.
5. This card will not be used to withdraw cash.
6. No tobacco products or controlled substances of any kind will be purchased with this card.
7. Alcohol for consumption is *only* permitted for instructional use within SOWI’s program charter.
8. Industrial grade alcohol purchased for instructional use, must meet all Oregon Liquor Control Commission (OLCC) requirements *and* be approved by the Purchasing Manager.
9. The card will be reconciled no later than the 5th of the month immediately following receipt of the statement. Any delay to this schedule will be communicated to Accounts Payable staff.

Card holders are ultimately responsible for the cards and all charges incurred. Lost or stolen cards or associated data should be reported to the Chief Financial Officer as soon as possible. Misuse or abuse of the card may result in disciplinary action ranging from loss of privilege and/or restitution to possible termination. Cards must be returned immediately to the CFO’s office upon termination of employment.

**In case of Fraud**

In the event of any suspicion, report, or incident of fraud, contact the credit card company immediately using the phone number on the back of the card and follow their instructions.  Once that is complete, report the incident to the Chief Financial Officer.

**Use of Purchasing Department Credit Card**

In a situation where the local department’s credit card limit will be exceeded, use of the Purchasing Department Credit Card may be requested. Contact the Purchasing Manager for assistance. Compliance with Statute and other limiting Policies remain in force.

**DATE OF ADOPTION:**

**DATE(S) OF REVISION(S):**

**DATE OF LAST REVIEW:**