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| Accounting – VISA Credit Card Policy Employee Agreement | | <i>Department:</i> Finance-Accounting | |
| | | <i>APP No.</i> FIN-007 | |
| <i>Department Manager:</i> CFO | <i>Revised:</i> 7/21/2023 | <i>Effective Date:</i> 6/02/2018 | Page 1 |
| <i>Subject:</i> Policy and procedures for the issuance of US Bank VISA credit cards to individuals whose job duties require travel or payment for university goods or services. | | <i>Applicable Divisions:</i> All | |

POLICY

The issuance of a US Bank – Linfield University VISA credit card is limited to individuals whose job duties require travel or payment for other University goods or services as determined by the employee’s Vice President, or Linfield’s President and is approved by the Vice President for Finance & Administration. Linfield University is liable to US Bank, issuer of the VISA credit card, and for all credit extended on accounts per the corporate card agreement. Individual employees are not liable to the bank for the charges; however, employees are liable to the University for any misappropriation or unauthorized use of University funds on the card.

Requests for a University credit card must be submitted on the [Credit Card Application/Change Request Form](#). Approval is required by immediate supervisor, Dean and Divisional Vice President, then submitted to the Accounting/Controller Office (Campus PO unit A512) for review and approval by the CFO.

Every employee issued a University credit card must adhere to this policy and all terms of the “Employee Credit Card Agreement,” (see Attachment 1.)

1. University credit cards are for the benefit of an employee for University business transactions only.
2. The card holder is required to log onto the US Bank website after each purchase to record the purpose of the expense, upload an image of the appropriate documentation, and provide the proper General Ledger account to be charged and enter the business purpose of the charge into the comments within three days of the posting date.
3. Failure to adhere to this Policy and the Employee Credit Card Agreement may result in revocation of privileges and disciplinary action up to and including immediate termination of employment. Any questions or concerns regarding card use and this policy should be directed to the Accounting/Controller Office at creditcardsupport@linfield.edu.
4. University credit cards are not to be used to purchase technology equipment or software. All technology purchases must be made through the University Information Technology Services office.

5. Prohibited use of credit cards includes:
 - a. Purchase of computer technology equipment. All technology purchases must be made through the University ITS office.
 - b. Purchase of office equipment. Office equipment should be purchased through a Purchase Requisition and must be approved by the Division Vice President.
 - c. Purchase of cameras and video recording/editing equipment, like Office equipment, should be purchased through a Purchase Requisition and must be approved by the Division Vice President and if connected to the Linfield technology platform, approved by University ITS.
 - d. Capital purchases (items with a value greater than \$5,000 and useful life greater than 1 year) should be purchased through a Purchase Requisition and must be approved by the Division Vice President
 - e. The University will not pay for or reimburse for food or beverage (including alcohol) expenses incurred for gatherings that are primarily social in nature and attended solely by University employees (i.e., staff meals, retirement celebrations, holiday parties) without prior written approval from the Vice President to whom your organization reports.
 - f. Payment of vendor invoices. All vendor invoices must be routed for approval and payment by Accounts Payable.
 - g. Purchases with vendors where Linfield has an account, such as Sodexo for Dillin Dining Hall and the campus Starbucks store.
 - h. The above prohibited uses are considered a violation of this policy which are subject to Attachment 1: LINFIELD UNIVERSITY CREDIT CARD – EMPLOYEE AGREEMENT Section 2 Improper use.
6. University credit cards are not to be used to circumvent the University purchasing process when it requires a Requisition, Purchase Order and pre-purchase approvals and must follow the [Travel and Business Expense Policy and Procedures](#).
7. Card holders are required annually to complete the University’s Conflict of Interest disclosure.
8. Credit cards, transaction coding and approvals are managed digitally. This is a paper free process. Cardholder is responsible for prompt attachment of receipts / documentation to the online transaction, entering comments as to the business purpose of the transaction and the General Ledger (GL) code for the charge. The final deadline for completing this step is 3 business days after the end of the calendar month and, in accordance with 2. above, the card holder is required to log into the US Bank website after each purchase to record the purpose of the expense and provide the proper General Ledger account to be charged.

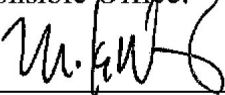
9. Approvals must be completed by the 4th business day of each month for the prior month's activity.
10. All charges must be coded even if they are being challenged and a refund is expected. The refund should be coded to the same account.
11. When a cardholder authorizes another department to charge on their card, the burden for obtaining the GL account number, the receipt for the purchase, and the business purpose documentation for the purchase is the responsibility of the cardholder and must be obtained before the purchase is allowed.
12. If a cardholder has an Administrative Assistant (AA) available to perform duties associated with their Linfield Credit Card, it is still the responsibility of the cardholder to ensure all processes are followed. This includes timely reporting even in the absence of the AA.
13. An administrative assistant may be delegated to serve as proxy. In this case, the AA and supervisor must sign the AA agreement (attachment 2) and adhere to the terms therein.
14. If the card is lost or stolen, the cardholder must immediately notify U.S. Bank at 800-344-5696 and the Accounting office at (503) 883-2608. A written notice with evidence of notifying the bank (i.e., confirmation number) must be sent to Accounting Office by email at creditcardsupport@linfield.edu.
15. The cardholder should contact the Accounts Payable office at creditcardsupport@linfield.edu with questions about payments or unfamiliar activity on the account and also clearly note disputed charges on the reports.
16. Cardholders are provided access to a USBank Access Mobile App to allow attaching photographed receipts to their transactions to avoid missing receipts. Linfield employees receiving a cell phone allowance may not opt out of this program. Repeated failure to submit receipts may result in revocation of privileges and disciplinary action.
17. It is the responsibility of the supervisor to review the General Ledger account coding accuracy of the details of credit card charges posted to their budgets. Changes in General Ledger Accounting coding should be sent to Accounting on the Funds Transfer Request form. Funds Transfer Forms must be received by Accounting no later than the 15th day following the end of the previous month.
18. It is the responsibility of the supervisor to retrieve University credit card(s) from an individual in his/her department upon termination of employment or transfer to another department. The card must be delivered to the Accounting/Controller Office immediately if not already turned in to the HR office by the employee.
19. Requests for temporary or permanent credit limit increases must be submitted on the

“Credit Card Application/Change Request” form with sufficient justification and supervisor’s and Division VP approval. Approved requests must be forwarded to the Accounting/Controller Office (Campus PO unit A512). Credit increases require final approval by the Vice President for Finance & Administration/CFO.

I have read and agree with this policy. I understand my purchasing privileges can be revoked for violating these policies and failing to meet reporting deadlines.

Employee Signature: _____ Date: /_____/_____

(Internal)

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| This policy is hereby approved and is effective immediately and supersedes all previous | |
| Date Issued: 6/2/2017 | |
| Date Last Revised: 7/21/2023 | |
| Responsible Executive: | Vice President for Finance & |
| Responsible Office: | Administration/CFO Accounting/Controller |
|  | 7/21/23 |
| _____ Vice President for Finance & Administration/CFO | _____ Date |

Attachment 1: LINFIELD UNIVERSITY CREDIT CARD - EMPLOYEE AGREEMENT

Accepting the U.S. Bank - Linfield University VISA Credit Card represents the University's trust in you. You are entrusted to safeguard the University's assets. Your signature below confirms your agreement to fully comply with all of the following responsibilities as well as the Linfield University Credit Card Policy and acknowledges receipt of the card number listed at the bottom of this page.

1. I agree that the card is for Linfield University approved purchases only, not for cash advances, and not for personal purchases or prohibited purchases identified in Section 5 of the University Credit Card Policy.
2. I acknowledge that Improper use of this card constitutes misappropriation of University funds. This may result in revocation of card privileges and disciplinary action up to and including termination of employment. Any questions or concerns regarding card use and policy should be directed to creditcardsupport@linfield.edu .
3. If the card is lost or stolen, I will immediately notify U.S. Bank at 800-344-5696 and the Linfield University Accounting/Controller's office at (503) 883-2608. I will confirm the telephone call by email to creditcardsupport@linfield.edu .
4. I agree to immediately surrender the card upon termination of employment under any circumstance (retirement or voluntary / involuntary separation).
5. The card is issued in my name and should only be used by me, or by a department authorized individual that I approve. I am responsible for all charges against the card and should take the same care in protecting the card as I would for any other credit card held in my name. Credit card statements or any other documentation containing the credit card number should be maintained in a secure location to guard against potential credit card fraud.
6. I understand that all charges will be billed directly to and paid directly by the University. The bank cannot accept any monies from me directly; therefore, any personal charges billed to the University on the card will be considered misappropriation of University funds and must immediately be paid to the University by cash, check or cashiers check at the Cashier's Office in Melrose Hall. Personal credit card payments will be subject to a \$50.00 additional charge.
7. As the card is University property, I understand that I may be periodically required to comply with internal control procedures designed to protect the University's assets. This may include being asked to produce the card to validate its existence and account number.
8. I will update the [US Bank Access Online website](#) after each purchase to upload details of my purchase and note the business purpose of the charge in the comments and code the General Ledger account number to be charged. Once all charges for the month are documented completely, I will approve my transactions which will, in turn, make the charges available to my supervisor to approve digitally. I will resolve any charge discrepancies by either contacting the supplier or the bank, and will submit

documentation needed internally as outlined in Step 9.

- 9. I agree to document my transactions online by uploading an image of the receipt or documentation, coding the GL account to be charged, and entering a comment as to the business nature of the charge within 3 business days of the posting date. If I receive a Linfield Cell Phone allowance, I agree to download the Mobile APP to allow for the photographing of the receipt immediately and attaching receipts to the transaction.
- 10. If my Administrative Assistant is on hiatus during the summer months, I agree to stop using my Credit Card, or, I agree to complete the proper documentation online in their absence.
- 11. I agree to completing VISA credit card online documentation and approval by the 3rd business day of each month and understand that failure to timely complete required documentation may result in the suspension or cancellation of credit card privileges.
- 12. I agree to contact the Accounts Payable office (accountspayable@linfield.edu) with questions about payments or unfamiliar activity on the account and also clearly note disputed charges on my reports.
- 13. Delinquency or late fees may be charged against me or my department.
- 14. I understand that the card is not provided to all employees and that credit/spending limits on the card may be changed (including decreases or temporary increases) at management’s discretion. I agree that the card may be revoked at any time for any reason, and that the card is not an entitlement nor reflective of title or position.
- 15. If planning to travel outside the USA or travel in other areas of the USA, I agree to notify the US Bank VISA department at (800)344-5696 **and** to email creditcardsupport@linfield.edu .
- 16. Card holders must register their card online personally immediately upon receipt to provide online fraud reporting and access their account information online. Email creditcardsupport@linfield.edu upon completion of registration.

Car Rental Insurance and Travel Assistance is included at no cost with the University’s VISA card, see inserts with respect to benefits.

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|--------------------|---------------|------------|
| Employee Name | Last 4 Digits | Valid Thru |
| Employee Signature | Date | |

Attachment 2: LINFIELD UNIVERSITY CREDIT CARD – ADMINISTRATIVE ASSISTANT AGREEMENT

The Administrative Assistant (AA) is acting as a proxy for the supervisor by monitoring and approving transactions for cardholders under the supervisor’s purview. As such, the AA must be familiar with the Linfield University Credit Card (CC) Policy signed by their supervisor and any other person holding a Credit Card they manage. A copy of that policy is attached hereto as Exhibit A.

The AA must adhere to the reporting timeline for transactions on CCs by attaching receipts, entering the GL account number and entering comments describing the business purpose of each transaction as they occur. Best practice and policy is to record activity within three work days of the posting date to avoid late filing and additional work for both the card holder and AA. The AA must be familiar with the GL codes used by the Cardholders and must be privy to the business purpose for the charge.

The AA should advise their supervisor if any card transaction is not supported by a receipt and, if the card of another staff member under the supervisor’s purview contains suspicious purchases. The AA should encourage each cardholder they support to download the USBank App so the cardholder can photograph receipts and attach them to the transaction on the bank’s portal the next day. This prevents the loss of receipts.

If an AA does not work through the summer months, the cardholder will cease using their card until the AA is back to work unless the cardholder performs the documentation process as required.

_____ Admin Assistant Name

_____ Cardholder Name

_____ Admin Assistant Signature

_____ Cardholder Signature

Date: _____

Date: _____