



## LINFIELD UNIVERSITY CREDIT CARD - 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 and 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 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 and Divisional Vice President and be 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 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.
3. Failure to adhere to this Policy and the Employee Credit Card Agreement may result in revocation of privileges and/or disciplinary action up to and including immediate termination of employment. Any questions or concerns regarding card use and policy should be directed to the Accounting/Controller Office at [creditcardsupport@linfield.edu](mailto: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.
  - c. Purchase of cameras and video recording/editing equipment.
  - d. Capital purchases which require VP level approval prior to purchase.
  - e. Expenses incurred for gatherings that are primarily social in nature and attended solely by University employees (i.e. staff meals, retirement celebrations, holiday parties). The University will not pay for or reimburse for food or beverage (including alcohol) expenses incurred at such events.
  - f. Payment of vendor invoices that should be routed for approval and payment by Accounts Payable.

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. Monthly statements are to be accessed online through the US Bank website [US Bank website](#) . Statements are available the 7th of each month. A reminder email is sent from Accounts Payable when statements are ready. **Cardholders must review the monthly statements, add the proper General Ledger account to be charged, print and submit the monthly statement to their supervisor for approval along with all receipts for each purchase. Approved statements are to be remitted to Accounts Payable by the 25<sup>th</sup> of the month.** Any questions should be directed to [Accounts Payable](#) via email ([accountspayable@linfield.edu](mailto:accountspayable@linfield.edu)) or by phone (503) 883-2780.
9. 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](mailto:creditcardsupport@linfield.edu).
10. The cardholder should contact the Accounts Payable office at [creditcardsupport@linfield.edu](mailto:creditcardsupport@linfield.edu) with questions about payments or unfamiliar activity on the account and also clearly note disputed charges on the reports.
11. Missing receipt must be noted beside the charge on the monthly statement along with an explanation. Supervisor must initial the charge on the statement. Repeated failure to submit receipts may result in revocation of privileges and/or disciplinary action.
12. It is the responsibility of the supervisor to review for accuracy the detail of credit card charges posted to their budgets. Discrepancies should be reported immediately to Accounts Payable.
13. 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 should be delivered to the Accounting/Controller Office immediately if not already turned in to the HR office by the employee.
14. 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 for approval. Approved requests should 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 to this policy.**

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_\_

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**(Internal)**

This policy is hereby approved and is effective immediately and supersedes all previous editions.

Date Issued: 6/2/2017

Date Last Revised: 12/08/20

Responsible Executive:

Vice President for Finance & Administration/CFO

Responsible Office:

Accounting/Controller

A handwritten signature in black ink, appearing to read 'M. M. M. M. M.', written over a horizontal line.

Vice President for Finance & Administration/CFO

Date 12/08/20

## 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 obligated as a responsible agent 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 also 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.
2. Improper use of this card constitutes misappropriation of University funds. This may result in revocation of card privileges and/or 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](mailto: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](mailto:creditcardsupport@linfield.edu).
4. I agree to immediately surrender the card upon termination of employment under any circumstance (whether retirement, voluntary, or involuntary).
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 be paid to the University immediately.
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 access [US Bank website](#) after each purchase to upload details of my purchase and note the General Ledger account number to be charged. When the statement is ready, I will review the data, print the statement, attach my receipts and forward to my supervisor for approval. 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 submit receipts for all charges on the card as attachments to an itemized expense report form by the 20<sup>th</sup> of the month to my supervisor for approval. Supervisor approved statements are to be remitted to Accounts Payable by the 25<sup>th</sup> of the month.** The VISA expense report (online Cardholder Activity Report) form submitted to Accounts Payable must include my signature, ORIGINAL receipts for each charge, the 12-digit general ledger account number, description of the expense, purpose of the activity, who was involved, and my supervisor's



approval signature. If my statement does not reach the accounting office by the 25<sup>th</sup> of the following month (30 days late), then I understand my credit card may be frozen, suspended, or cancelled.

10. I agree to contact the Accounts Payable office ([accountspayable@linfield.edu](mailto:accountspayable@linfield.edu)) with questions about payments or unfamiliar activity on the account and also clearly note disputed charges on my reports.
11. Delinquency or late fees may be charged against the me or my department.
12. 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.
13. 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](mailto:creditcardsupport@linfield.edu) .
14. Card holders must register their card online personally immediately upon receipt so that they can report fraud or access their account information online if needed. **This must be done in the Accounting Office when the card is picked up.** Done \_\_\_/\_\_\_/\_\_\_\_\_

Employee Name	Last 4 Digits	Valid Thru
Employee Signature	Date	

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