



## Rowan College of South Jersey

Administrative Procedure: 6105

### **CREDIT CARD**

A credit card is issued to the Chief Financial Officer and designated employees for authorized College business only. A credit card will only be issued after written authorization of the President, Board Chair (or his/her designee), the Executive Vice President and Chief Operating Officer (EVP/COO) and the Credit Card Acknowledgment Form is signed. A credit card will be issued to the President by authorization of the Board Chair and the EVP/COO. The President's charges will be reviewed by the Board Chair.

The following rules apply:

1. All purchasing policies must be complied with when using the credit card. An original, itemized receipt must be obtained and submitted with the monthly bill. If an original, itemized receipt is not available, the expense will not be reimbursed unless approved by the Chief Financial Officer.
2. Cumberland Campus – Online approvals for credit card usage are to be made in Self Service **prior** to credit card usage. When the monthly bill is received it is reconciled in the Finance Department based on the approved requests for payment.

Gloucester Campus - A monthly bill will be received for all credit cards and sent to the cardholders for reconciliation. Approvals will go through the normal approval process. The bills must be forwarded to Accounts Payable within five business days for payment.

3. The credit card may not be borrowed by another individual.
4. Upon termination of employment, the employee must return the card to Human Resources. HR will forward the card to Financial Services which will destroy the card and notify the credit company to cancel the credit card.
5. When all other payment methods have been exhausted and the vendor's only payment option is a credit card, the Chief Financial Officer will work with the designated employee to facilitate the credit card payment transaction for approved College business.

Employees are strictly prohibited from using the College credit card for personal use. If the employee uses the card for personal use, the card is subject to cancellation, the amount of the purchase will be deducted from their next payroll check, and the employee is subject to disciplinary action up to and including termination.

Area: Finance  
Approved: 07/01/19  
Revised: 06/20/23

President's Authorization: \_\_\_\_\_

A handwritten signature in black ink, reading "Jim Keating", is written over a horizontal line.

References:

Rowan College of South Jersey Board of Trustees Policy Manual, *6105 Credit Card*

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