



**Rowan College
of South Jersey**

Policy: 6105
Title: **CREDIT CARD**
Area: Finance
Approved: 07/01/19
Revised: 07/30/24

It is the policy of the College to issue a credit card to designated employees in the Financial Services Office on the Cumberland and Gloucester campuses for authorized College business only.

The cardholder is required to sign a statement acknowledging that the card will be used exclusively for College-related business purposes and that the cardholder agrees to take reasonable precautions to protect the card from loss or theft.

Employees that fail to comply with any of the procedures related to the College's credit card will be subject to revocation of credit card privileges and disciplinary action up to and including termination of employment.

References:

Rowan College of South Jersey Administrative Procedure, *6105 Credit Card*