

October 2012

## 3.467 Credit Cards Policy

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# ANTIOCH UNIVERSITY

Type of Policy <input checked="" type="checkbox"/> <b>University</b> <input type="checkbox"/> <i>Campus</i> <input type="checkbox"/> <i>Department/Unit</i> <input type="checkbox"/> <i>Interim</i>		<b>Credit Cards Policy</b>  <b>Policy 3.467</b>	
<b>Business Management Policies</b>		Effective date: <b>October 12, 2012</b>	
<b>Policy History:</b>	<b>Approved by:</b>	<b>Resolution #</b>	<b>Date:</b>
	Chancellor	N/A	October 12, 2012
<b>Revised (non-substantive):</b>	Office of University Counsel	N/A	May 2, 2017
<b>Responsible Office:</b>	<b>Responsible Administrator:</b>	<b>Contact information:</b>	<b>Applies to:</b>
Office of University Vice Chancellor / CFO	Vice Chancellor / CFO	937-769-1304	All Employees at all University Campuses and Units

## I. Introduction and Purpose

The purpose of this policy is to define the process by which Antioch University employees within the University units are issued University commercial credit cards for business purposes and the process for terminating those credit cards.

## II. Process for Issuing Credit Cards

The CFO at each operating unit determines who at their location is issued an Antioch University credit card, as well as the credit limit on each card. Requests for credit cards are to go through the office of the Vice Chancellor / CFO by completing Form # 3.467:01 Request for the PNC Bank Commercial Card for Business. Card limits will be set by the campus CFO or Vice-Chancellor/CFO, in consultation with the employee to assure that its use conforms to the employee’s pattern of usage.

The Antioch University PNC commercial card is to be used for business only. If for some reason a personal charge appears on the card, a personal check made payable to “Antioch University” is to be included with the statement on which these charges occur. Any individual holding a University credit card must keep receipts for all charges and submit them with the monthly statement. Expenses for travel must conform to University

Travel Policy 3.469. An individual's supervisor and/or the campus CFO must review and sign off on the statement and receipts. All charges and statements of the campus Provosts must be reviewed and signed off by the Chancellor's Office.

### **III. Process for Terminating an Employee's Credit Card**

Antioch University reserves the right to change the credit limits or terminate the use of a University-issued credit card for any reason. Typically, this would occur if the employee habitually submits receipts for approval beyond the permitted time for submission, or uses the card for personal purchases on a regular basis. In the event a University-issued credit card is to be revoked, the Office of the Vice-Chancellor will notify the campus CFO. If a revocation of a credit card takes place, the employee must use his/her personal card for business expenses and submit an expense report for reimbursement, under the rules established by the travel and expense policy (Policy #3.469).

The campus CFO may terminate a card by notifying the Office of the Vice-Chancellor/CFO. This would normally occur if it has been determined that the employee no longer has a business need for a corporate card or if the individual is no longer employed by the University.

#### **Policy Cross Reference**

Travel Policy	Policy # 3.469
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#### **Forms Cross Reference**

Request for the PNC Bank Commercial Card of Business	Form # 3.467:01
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