

Sauk Valley Community College
June 30, 2025

Action Item 4.2

Topic: Board Policy *305.02 Credit Card Use* – First Reading

College Health Metric: Planning – The College conducts thoughtful, systematic planning to support future operations. Plans are updated annually or as necessary.

Presented By: Dr. David Hellmich and Kent Sorenson

Presentation:

The College has obtained a new credit card system, Emburse Enterprise, and after a review of this policy, has updated it with recommended edits.

Recommendation:

The administration recommends the Board approve the revisions to *305.02 Credit Card Use* as presented for a first reading.

305.02

Credit Card Use

~~College Credit Cards shall only be issued to College employees or Board of Trustee members as may be designated by the Chief Fiscal Officer from time to time. The Chief Fiscal Officer shall also establish, from time to time, the credit limit for each College Credit Card.~~

This policy authorizes the issuance and use of college credit cards to designated employees and Board of Trustee members for the purpose of supporting official college business, facilitating purchases with non-charge account vendors, expediting delivery of goods or services, and providing necessary accommodations. The College is committed to maintaining strong internal controls to prevent misuse or unauthorized purchase.

1. ~~General Purpose: It is the purpose of this policy to authorize the use of College Credit Cards to ease the purchasing process with online or non-charge account vendors, to speed up delivery, to provide accommodations, and to otherwise facilitate the official business of the College. At the same time, procedures and protocols must be in place to ensure that College Credit Cards are being used solely for the official business of the College and not for personal or other improper uses.~~

1. **Issuance and Oversight:** College credit cards may be issued at the discretion of the Board Treasurer. The Board Treasurer will determine credit limits and designate authorized cardholders. The Board Treasurer is responsible for overseeing card issuance, ensuring compliance with this policy, and approving reconciled statements for payment. The Board Treasurer may delegate certain responsibilities.

2. **Cardholder Responsibilities:** ~~Cardholders issued a College Credit Card shall be responsible for the following:~~ are responsible for ensuring proper use and safeguarding of College credit cards. Specifically, Cardholders must:

- a. ~~Only authorized College employees or Board of Trustee members who have obtained an approved Purchase Order may use a College Credit Card. Use the card only for official College business in accordance with all applicable procurement policies and procedures.~~
- b. ~~A College Credit Card may only be used for the purchase of goods or services for official business of the College. All required procurement policies and procedures must be followed. Not use the card for cash advances, personal purchases, or any prohibited transactions.~~
- c. ~~The College Credit Card may not be used for cash advances, personal use, or any other type of prohibited purchase. Safeguard the card and immediately report lost, stolen, or compromised cards to the Business Office.~~
- d. ~~The Cardholder or designated custodian is responsible for the card's protection and custody and will be required to sign a Credit Cardholder agreement every time a new card is issued. The Cardholder shall immediately notify the Business Office if the card is lost, stolen, or otherwise believed to be compromised. Surrender the card upon termination of employment or Board membership~~
- e. ~~The Cardholder or designated custodian must immediately surrender the College Credit Card upon termination of employment or Board membership. Not alter card limits without written approval from the Board Treasurer, or designee.~~

- f. ~~The Cardholder or designated custodian shall not be permitted to alter the credit limit on the College Credit Card established by the Chief Fiscal Officer. Submit all required supporting documents (e.g., itemized receipts, confirmations) and complete reconciliation and approval of credit card expenses within the timeframe established by the Business Office.~~
 - g. ~~The Cardholder or designated custodian must reconcile the monthly statement charges to documentation received from each Card User as detailed in the internal control section of this policy. The Cardholder or designated custodian is responsible for timely and accurate submission of all credit card transactions through Emburse Enterprise as detailed in the internal control section of this policy.~~
 - h. Sign a credit cardholder agreement when issued a card.
3. **Card User Responsibilities:** ~~Card Users of the College Credit Card shall be responsible for the following:~~ Individuals using a College credit card under the supervision of a Cardholder (Card Users) are responsible for:
- a. ~~Only authorized College employees or Board of Trustee members who have obtained an approved Purchase Order may use a College Credit Card. Using the card only for official College business in compliance with procurement policies.~~
 - b. ~~A College Credit Card may only be used for the purchase of goods or services for official business of the College. All required procurement policies and procedures must be followed. Protecting the card while in their possession and reporting any loss or compromise immediately.~~
 - c. ~~The College Credit Card may not be used for cash advances, personal use, or any other type of prohibited purchase. Submitting all required supporting documentation (e.g., itemized receipts, packing slips, confirmations) to the designated Cardholder promptly after use.~~
 - d. ~~The Card User is responsible for the card's protection and custody while in his or her possession. Card User shall immediately notify the Cardholder or designated custodian and Accounts Payable if the card is lost, stolen, or otherwise believed to be compromised.~~
 - e. ~~The Card User must sign and submit supporting documentation (original, if possible) itemized receipts, email confirmations, and packing slips to the Cardholder or designated custodian for every card transaction.~~
4. ~~Internal Control Procedures~~ **Expense Reconciliation and Documentation:**
- a. All credit card transactions must be reviewed regularly by Cardholders to ensure accuracy and legitimacy.
 - b. Cardholders must reconcile expenses and submit documentation within the timeframe established by the Business Office.
 - c. Required supporting documentation includes itemized receipts, order confirmations, and packing slips. Originals should be provided when available.
 - d. Cardholders are responsible for resolving discrepancies or missing documentation prior to submission.

2.

a. ~~Use of Card and Reconciliation of Monthly Statement~~

- i. ~~A Card User must submit a Purchase Order request via FAST (Faculty and Staff Tools) before a credit card transaction can be initiated.~~
- ii. ~~After the purchase order is approved, the Card User must present a printed copy of the approved Purchase Order to the Cardholder or designated custodian in order to obtain and use the College Credit Card.~~
- iii. ~~All supporting documentation (original, if possible, itemized receipts, email confirmations, and packing slips) must be signed by the Card User and submitted to the Cardholder or designated custodian. The Cardholder or designated custodian will attach the supporting documentation to the back of the approved Purchase Order.~~
- iv. ~~The Business Office will send each Cardholder or designated custodian a monthly credit card statement by the 10th of the every month via interoffice mail. The Cardholder or designated custodian must review the monthly statement activity. Each item must be reconciled to an approved Purchase Order with supporting documentation to verify charges and returns are properly listed.~~
- v. ~~Once all activity has been reconciled, the reconciler must sign the bottom of the monthly statement confirming all items have been reconciled to the documentation. If the Cardholder is not the reconciler, then the Cardholder must also review and sign the monthly statement.~~
- vi. ~~The Cardholder must return the signed statement along with the approved Purchase Orders and supporting documentation to Accounts Payable within 10 days of receipt of the statement. The Cardholder or designated custodian will be notified by email if this due date is modified for a specific month due to holidays or other factors.~~

5. **Payment and Administration:** ~~of College Credit Cards~~

- a. ~~The Business Office will process credit card payments upon receipts of properly reconciled and approved expense reports.~~
- b. ~~The Board Treasurer or designee will ensure that payments are made by the statement due date to avoid finance charges or late fees.~~
- c. ~~A complete record of cardholder issuance limits, and usage will be maintained by the Business Office.~~

6. Misuse and Penalties: Any individual found to have used a college credit card in an unauthorized or illegal manner may be subject to disciplinary action, up to and including termination of employment or removal from the Board, as well as legal action and referral for criminal prosecution where applicable