

GVSU CREDIT CARD POLICY AND PROCEDURES

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Approved By: B&F

Responsible Office: Procurement Services

OVERVIEW

The credit card program has been designed to allow for the direct procurement of small dollar purchases by the end-user using a university-issued credit card. For the Cardholder, using the card will expedite turn-around time on your orders, provide greater flexibility in ordering, and reduce paperwork processing.

The University Cards are to be used for Grand Valley University business purposes only.

Yearly training will be required to maintain the use of your card. The card will be deactivated if the cardholder does not take the yearly training.

This document is designed to guide faculty and staff on university credit card policies, regulations, and procedures. These guidelines should be used in conjunction with the Travel and Expense Procedures. For questions regarding policies and procedures call the Procurement Services Office.

AUTHORIZATION

The following individuals are eligible to hold a Grand Valley issued card:

- University Board of Trustees, faculty, and staff employees deemed necessary for assigned duties.
- Those who travel more than twice a year for GVSU business or routinely make business purchases in their role.

Card applications shall be approved by the individual's Supervisor/Unit Head, Appointing Officer and Procurement Services.

Training is required before obtaining any card. This training will contain an online video and quiz and require 100% to pass.

You can retake the quiz within the annual training as many times as needed. Students using a department card or declining balance card are required to do the online training as well before they can use a card.

TYPES OF CARDS

There are four types of cards available to faculty and staff. Each cardholder should only have one expense card to provide ease of reconciling in Workday and to minimize the risk of fraud. There is a small group, approved by the Procurement Services Department, who will be able to obtain a Procurement Card as well as an Expense Card.

DEPARTMENT EXPENSE CARD– the card will be embossed with the department name only. This card may be signed out/in by multiple users in the respective department.

If using a department card, individuals within the department can use the card for GVSU business purchases. These individuals must be made aware of the Expense card program policies and procedures, sign an acknowledgment form, and take the training online. This form must be emailed to the purchasing card administrator at pcardadmin@gvsu.edu. Only GVSU employees are allowed to use the Expense Card. In certain circumstances, with approval, students can be granted access. Before using the card, students must be made aware of the appropriate policies and procedures, sign an acknowledgment form and take the online training.

INDIVIDUAL EXPENSE CARD – the card will be embossed with a person’s name. Only this cardholder is authorized to use the card; it may not be loaned to other persons and delegation of authority is not permitted. Delegation could result in revocation of card. The cardholder is responsible for all purchases made on this card.

DECLINING BALANCE CARD - used for individuals who will not be traveling more than twice a year or need to access cash during their travel.

PROCUREMENT CARD – the card can be embossed in an individual or department’s name. This card is intended for select individuals only who have been approved by the Procurement Services Department to pay large dollar Purchase Orders with the card. This does not circumvent the required purchase order but allows payment via card versus issuing a check.

University faculty and staff, if issued a University Expense Card, shall charge all business and business travel expenses under \$5,000 to their P-card at time of order. If this is an ongoing contract totaling \$5,000 or more, the standard process of obtaining a Purchase Order applies. Splitting transactions to circumvent your card limit and purchasing policies is strictly prohibited.

Expense Card, Procurement Card, and Declining Balance card limits are at the discretion of the supervisor/unit head, Appointing Officer, and Procurement Services.

University-Wide Standard Spending Limits

Transaction Dollar Limit:	\$4,999.99
Monthly Spending Limit:	\$10,000
Daily Transaction Limit:	10

Transactions greater than the card limit will be denied at the point of sale. Do not split transactions to circumvent the card limit as this will result in a reported violation and could result in card revocation.

All purchases must be made in compliance with university purchasing policies. **Use of the card for personal purchases is strictly prohibited.**

Prohibited Purchases on the Expense Card and Declining Balance Card:

- Airfare
- Alcohol (unless authorized)
- Ammunition and firearms
- Animals
- Appliances
- Automobiles and other road-vehicles
- Cash advances, traveler checks, wire transfers, money orders
- Cellular phones, smartphones, PDA pagers, two-way radios
- Computer and audio-visual equipment to be supported by GVSU.
- Contractual Services – maintenance, independent contractor, personal
- Controlled substances
- Copy machines, toner supplies
- Donations
- Drones – (Can only be purchased with written approval by the VP for Finance and Administration.)
- Employment and temporary help services
- Fax machines
- Furniture, fixtures
- Gas on personally owned vehicles
- Gift Cards
- Hazardous materials
- Personal purchases
- Radioactive Materials
- Sales Tax
- University logo stationery, envelopes, unauthorized business cards

All purchases must be made in compliance with university purchasing policies. Please reference the Technology Acquisition Policy for hardware and software purchases.

A Cardholder who makes unauthorized purchases with a GVSU issued card may be personally liable for the total dollar amount of such purchases. The Cardholder will also be subject to disciplinary action or other appropriate measures as outlined in the Card Agreement.

ONLINE ORDERING

- Order only from trusted and secure websites.
- Do not store your card number online or in apps on your laptop, tablet or phone.
- The billing address is 2015 JHZ 1 Campus Dr, Allendale, MI 49401
- All shipping addresses must be to a GVSU address.

Shipping

All items purchased must be shipped to a GVSU campus address. The purchaser will be responsible for ensuring receipt of merchandise as well as any follow-up efforts required to resolve any delivery problems, discrepancies, damaged goods, billing problems or returns. If assistance is needed, please contact the merchant's customer service department.

TECHNOLOGY ACQUISITION

Please reference the [Technology Acquisition Policy](#) for hardware and software purchases. For questions on this policy please contact the Technology Acquisition Office at techsupply@gvsu.edu.

TRAVEL & MEALS

[Reference Travel & Expense Procedures \(310\) related to SLT Policy 6.18](#)

RECONCILIATION

Expense Card and Declining Balance Card

Expenses incurred on behalf of the University through Expense Card or Declining Balance Card must be approved by an individual's authorized supervisor and be submitted to the Business and Finance office through Workday by the end of the month. Unreconciled charges may result in the suspension of the expense card.

Procurement Card

Procurement cards are used to pay invoices off of a purchase order within the Workday system. All procurement card transactions must be verified within the Workday system in a timely matter. Unverified charges may result in the suspension of the procurement card.

COMPLIANCE AND INTERNAL CONTROLS

All card transactions are audited as they are processed through Workday. Additionally, the Purchasing Card Program Administrator conducts 100% auditing of all transactions via auditing software to ensure that Cardholders are adhering to the GVSU, MasterCard and the University's banking provider's policies and procedures. Failure to produce adequate documentation when needed may result in disciplinary action and loss of card.

Cardholder Obligations

The card is a privilege granted by the University and it is expected to be used responsibly. The University will seek restitution for any inappropriate charges made to the card. Repeat violations of the Card policy, and fraudulent or intentional misuse of the card will result in revocation of the card and/or other actions.

In addition, supervisors may be notified of instances of card violations. Depending on the severity of the violation, the card may be suspended or immediately terminated.

SECURITY

It is the Cardholder's responsibility to safeguard the card and department account number to the same degree that a Cardholder safeguards their personal credit card. When a department card is logged out from the Department Administrator, it must be signed for, promptly returned and logged in after use.

If the department authorizes personal Expense Cards, the card will have an individual's name embossed on it and it's intended for that individual's business use only. Keep the card in a secure place. Do not lend the card to other employees or give the card number to others to use. A violation of this trust will result in revocation of the Cardholder's card.

If your card is lost or stolen, you will need to contact the Fifth Third fraud line at 855-634-1295. If your card is in a department name, contact your program administrator to call on your behalf.

CARD EXPIRATION AND EMPLOYMENT TERMINATION

All cards will be issued with a designated expiration date. The Cardholder will receive a new card prior to the expiration date of the old Card. Please be sure to shred the old Card before disposing of it or deliver to 2015 JHZ attention P-Card Program Administrator.

Upon leaving the University, the cardholder will be required to relinquish their Card, since it is considered University property. Return the card to the Program Administrator. Employees who leave one department to work in another and want to keep their current individual P-Card must submit a new application signed by their new Appointing Officer.

Cardholder must reconcile any outstanding transactions and notify the P-Card program administrator on whom to reassign the purchasing card to in Workday if there are any final transaction that need to be reconciled.