

- **Store Credit Card Policies & Procedures**

These policies and procedures are for Store Credit Cards only. Store Credit Cards are defined as those Credit Cards used in conjunction with in-store purchasing for Student Materials and Operations Necessities Only.

- **POLICY**

- **Credit Cards may not be used for cash advances, non-business related purchases or for the purchase of Alcohol.**
- **Card Numbers may not be distributed beyond the designee or written down and stored.**

- **PROCEDURES**

- **Store Credit Cards will reside in the safe of the Finance Department and be “checked out” to employees on an as-needed basis at the time the purchase is to be made. A signature book will be provided by Finance office in order to sign out and sign in cards.**
- **In order to procure the credit card, a PO must be obtained and approved by the Department/Program Chair/Direct Supervisor IN ADVANCE. Due to uncertainty of exact pricing, the PO should be made out for a “Not-to-exceed” amount with the description of intended purchase.**
- **Upon purchase, which should happen within 24 hours of check out from the Finance Office, the Credit Card and original receipts must be returned to the Finance Office and be attached to the signed PO.**
- **Payment for the Credit Card will be made on a monthly basis or according to the card policies, by the Finance Department.**