

BAY de NOC COMMUNITY COLLEGE BOARD OF TRUSTEES POLICIES

2000 BUSINESS AFFAIRS

2012 CREDIT CARD POLICY

It shall be the policy of the Bay de Noc Community College Board of Trustees to provide a means for the payment of college operational expenses. The majority of these expenses shall be paid via a check or Electronic Funds Transfer (EFT) disbursement from the College's general fund bank account. When circumstances warrant, a college credit card may be issued to an employee for the purchase of pre-approved goods and services including certain travel expenses.

Additional requirements for business related travel will be found in section 401 of the College's personnel policy manual.

The Vice President of Finance and Operations is responsible for managing credit card utilization.

PROCEDURE:

- 2012.1 The department administrator shall submit the request for a college credit card along with documentation supporting the request to the Vice President of Finance and Operations.
- 2012.2 If approved, the Vice President of Finance and Operations will authorize the issuance of a credit card in the respective administrator's name. Business office personnel will meet with the department administrator to review the process for timely reconciliation and submission of the monthly expense reports. Failure to submit timely expense reports will result in the cancellation of the credit card.
- 2012.3 The College credit card is restricted for business use only. Personal use will result in cancellation of the credit card, and may result in disciplinary action up to and including termination.

2012 CREDIT CARD POLICY

Policy Origin Date:	05/19/2004	Procedure Origin Date:	11/10/2009
	01/16/2019	Procedure Revision Date(s):	08/13/2015 01/16/2019 06/14/2021

2012.4 The College credit card must be returned to the Business Office for cancellation upon the administrator's separation from employment with Bay College.

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