



FOUNDATION

April 12, 2018

CREDIT CARD POLICY

Credit cards are issued by the Foundation to assist and facilitate students and faculty in the execution of their duties and assignments. In receiving a credit card, the recipient agreed to abide by the rules and responsibilities thereof. Failure to abide by the rules will result in cancellation of the credit card as specified below.

Cardholders must promptly provide the Foundation with a check request, statement and receipts with detailed information and the appropriate approvals. All P-Card charges shall be adequately documented as to amount and purpose. Cardholders are responsible for providing such documentation in a timely manner. Cardholder's failure to provide adequate documentation in a timely manner that results in late fees will be the responsibility of the Cardholder. Any policy violations that result in chargebacks to the Cardholder are the responsibility of the Cardholder. Failure to pay those chargebacks are considered a violation.

Foundation P-Cards cannot be used to purchase the following:

- a. Payments for moving expenses.
- b. Payments to individuals, consultants, or employees.
- c. Payments to UNCSA or UNCSA Foundation employees.
- d. Personal expenses.
- e. Purchase flowers or gifts for a staff member's birthday, wedding, birth of children, first day of employment, holidays, or special recognition days such as Administrative Assistant Day.
- f. Payment for memberships in non-job related professional societies, air travel clubs, health club memberships, or hotel amenities such as movies, or mini-bar purchases in a hotel room.
- g. Personal support such as clothing, household items, or medical or personal services such as massages, cosmetics, or hair care. The student special needs fund is exempted from this stipulation.
- h. Payment of fines or parking tickets.
- i. Payment for finance charges and late fees.
- j. Making political contributions.
- k. Equipment Rentals

Violations of the above mentioned policies, UNCSA Foundation Spending Policies, or UNCSA Policies will result in Notification to the Provost and will be handled as follows (within a fiscal year):

- 1st Violation – Written Warning
- 2nd Violation – Card placed on hold 1 week
- 3rd Violation – Card placed on hold for 4 weeks
- 4th Violation – Card will be canceled

Nothing in the above policy will preclude the immediate cancellation of a P-card as a result of an egregious violation of the above policies.