



Suffolk County Community College permits the use of credit cards for College business purposes including procuring goods or services, and for the official activities of certain College personnel. This policy is designed to identify the individuals who are authorized to use College-issued credit cards, provide dollar limits for purchases; describe the types of purchases permitted and the documentation required to support the purchases; establish control procedures over the custody of College-issued credit cards and the monitoring of their use; and the methods employed to recover moneys from any improper use of College credit cards.

1. The Vice President for Business and Financial Affairs and the Administrative Director of Business Operations, only, are authorized to have a credit card issued in their names on behalf of the College in order to facilitate the procurement of goods and/or services, in accordance with the following:
 2. The credit line for such credit card shall not exceed \$5,000.
 3. The dollar limit for any single purchase utilizing such credit card shall not exceed \$5,000, unless approved by the Executive Vice President or College General Counsel.
 4. Such credit card may only be used under circumstances where standard procurement practices cannot practically or reasonably be followed, such as when a vendor/service provider indicates that it will accept payment for goods and/or services by credit card.

5. Any purchases made with such credit card shall be supported by documentation which demonstrates the nature and validity of such purchases, including, but not limited to, order forms and itemized receipts and packing slips. Such documentation must be retained by the Office of Business and Financial Affairs.

6. The credit card user shall immediately notify the Office of Business and Financial Affairs upon receipt of the goods and/or services purchased.

7. Late payment fees resulting from the failure of the individual so notify the Office of Business and Financial Affairs of receipt of the goods and/or services will be charged to the department or office.

8. The credit card shall be kept in a secure location. Access to such location shall be limited to the Vice President for Business and Financial Affairs and the Administrative Director of Business Operations and his/her designee.

1. In addition to the above, use of credit cards shall be restricted to the College President and the Chairperson of the Board of Trustees. Such credit cards shall be issued to such College officials in their own names on behalf of the College, and shall be held in their personal custody.

2. The credit line for the credit card issued to the College President shall not exceed \$10,000.

3. The credit line for the credit card issued to the Chairperson of the Board of Trustees shall not exceed \$10,000.

4. The dollar limit for any single purchase made utilizing such credit card shall not exceed \$2,500.

5. The types of purchases which may be made by such College official shall be limited to the individual's / her own reasonable and necessary expenses incurred for official College business, including, but not limited to, transportation, meals and lodging.

6. Any purchases made with such credit card shall be supported by documentation submitted to the Office for Business and Financial Affairs (10) business days of such purchase which demonstrates the nature and validity of such purchases, including, but not limited to, order forms, itemized receipts and bills.

1. Credit cards issued by Home Depot and Lowe's may be utilized by the employees serving in the titles listed below. Designees of these employees may be also authorized to utilize credit cards upon

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