West Valley-Mission
Community College District

CREDIT CARD APPLICATION

CARDHOLDER NAME: _____
(First name, middle initial, Last name)

COLLEGE/DISTRICT: _____

DEPARTMENT: _____ TITLE: _____

WORK PHONE: (408)_____ WORK EMAIL: _____

MONTHLY LIMIT: $1,000

OTHER: $_____ *Requires approval by College President and Vice Chancellor of Finance and Administration

JUSTIFICATION: _____

CLEARING ACCOUNT FOAP: _____

I acknowledge that I have read and understand the attached Credit Card Operating Procedures.

Applicant signature: _____ Date: _____

_____ _____ Date: _____
Name of Budget Administrator Signature

_____ _____ Date: _____
Name of VP, Administrative Services Signature

If requesting an increase in monthly limit, additional approvals are required.

College President: _____ Date: _____
Signature

Vice Chancellor, Finance & Administration _____ Date: _____
Signature

Submit completed application to christina.booth@wvm.edu.

West Valley-Mission
Community College District

CREDIT CARD OPERATING PROCEDURE

Contents

GENERAL GUIDELINES 2

PROHIBITED CREDIT CARD USAGE 2

CREDIT CARD PURCHASES THAT REQUIRE PRIOR APPROVAL BY THE VICE CHANCELLOR OF FINANCE AND ADMINISTRATION OR DESIGNEE 2

SAFEGUARDING THE CREDIT CARD 3

CONDITIONS FOR SUSPENSION/REVOKING CREDIT CARD 3

CREDIT CARD PAYMENTS, EXPENSE POSTING/TRANSFERS, AND REPORTING PROCESS 3

- Credit Card Log Report 4
- Expense Transfer 4

SETTING UP ACCESS TO CREDIT CARD ACCOUNT ONLINE 5

- U.S. BANK ACCESS ONLINE REGISTRATION 5
- SETTING UP AUTOMATIC EMAIL NOTIFICATION FOR STATEMENT AVAILABILITY 5

CONTACT FOR SUPPORT AND QUESTIONS 6

I acknowledge that I have received a copy of the Credit Card Operating Procedure. I have read the Credit Card Operating Procedure and clearly understand the appropriate usage and the monthly reporting process. The District may revoke my credit card if I violate the procedure.

Cardholder Name (print): _____

_____ _____

Cardholder Signature Date

_____ _____

VP of Administrative Services or
Vice Chancellor, Finance & Admin. Date

GENERAL GUIDELINES

- The credit card billing period closes on the 22nd of the month. The credit card report log must be completed within 30 days of the closing date.
- All merchandise purchases that are shipped shall be delivered to the district warehouse.
- Cardholders will be required to sign the acknowledgment clause on an annual basis as a condition for ongoing credit card usage.

PROHIBITED CREDIT CARD USAGE

- Personal purchases.
- Furniture and equipment, not limited to computers, copiers, AV and media equipment, and/or telecommunication devices.
- Contract Services, Consultants, and any type of service or licensing agreements (Examples: Lease Agreements, Rental Agreements, Professional Services Agreements, Independent Contractors, Instructors, Speakers, Performers, Maintenance/Repair Agreements, Facility Rental Agreements, and Equipment Rental Agreements).
- **Alcoholic** beverages, narcotics, or any other controlled substances.
- Gambling and contest or raffle expenses.
- Weapons, explosives, hazardous/toxic materials, or other items deemed by the District to be dangerous (excluding the District Police).
- Cash advances, money orders, or other cash equivalent items.
- Facility or building improvement goods or services (e.g., paint, carpet, window coverings).
- Medical products, drugs, pharmaceutical products, or medical services.
- Any purchase resulting in personal gain.
- Gifts, donations, stipends, honorariums, or contributions to individuals or organizations.
- Fuel for a personal vehicle. (Employees are eligible to submit mileage reimbursement if they use their vehicle for business purposes.)
- If gratuity is included in the invoice or receipt, adding additional gratuity is not allowed. The total gratuity shall not exceed the minimum suggested amount on the bill.

CREDIT CARD PURCHASES THAT REQUIRE PRIOR APPROVAL BY THE VICE CHANCELLOR OF FINANCE AND ADMINISTRATION OR DESIGNEE

- **Food** expenditures shall be **reasonable and justifiable** and must have a clearly defined business or educational purpose. All food purchases shall comply with the **Food Purchase Operating Procedure**. The credit card log shall include supporting documents for prior approval, a list of people attending the meeting/event, the reason for the meeting/event, and the itemized receipt of the expenses. **The college President or designee may approve purchases up to $10,000.**
- Expenses for meals while attending a conference shall follow the travel and conference procedure. All meal amounts that exceed the per diem rate shall be reimbursed to the District.

- **Gift card** purchases and distribution shall comply with the internal **gift card operating procedure**.
- Software/computer or phone applications or software licenses.
- Purchases from eBay or CraigsList.

SAFEGUARDING THE CREDIT CARD

- The cardholder shall sign his/her card immediately upon taking possession of the card.
- The cardholder shall immediately notify the Finance Department if the credit card is lost, stolen, or in the possession of an unauthorized person.
- The cardholder shall take reasonable precautions with the credit card.
    - Keep the card in view after it is given to a clerk and re-securing it as soon as possible.
    - Verify the amounts on the receipt before signing.
    - Never lend the card to anyone.
    - Always secure the card and receipts.
    - Never give the card number over the phone unless you are dealing with a company you are sure is legitimate.
    - Whenever possible, use those vendors identified by the Purchasing Department.

CONDITIONS FOR SUSPENDING/REVOKING CREDIT CARD

- Purchases that are prohibited as identified in the Prohibited Credit Card Usage section.
- Failure to submit the Monthly Credit Card Log and supporting documents (receipt, statement, invoice) to the College Administrative Office by its specified deadline, and to the District Finance Office on or before the 22nd of every month (30 days after the statement date).
- Failure to transfer expenses from the credit card clearing account to the proper expense account every month.
- Failure to provide information for any specific purchases.
- Failure to provide the required information for food purchases including prior approval.
- Repeated missing receipts.
- Failure to adhere to the credit card policy and procedures.

Any unauthorized use of the credit card may result in immediate suspension of the card and appropriate action shall be taken depending on the severity of the violation and at the discretion of the Vice Chancellor of Finance and Administration.

The credit card is the property of the bank, and the bank may, at any time, revoke card privileges under the provisions of its policies and procedures.

CREDIT CARD PAYMENTS, EXPENSE POSTING/TRANSFERS, AND REPORTING PROCESS

The statements are transmitted by the bank to the District on a monthly basis. The monthly credit card expenses are automatically posted to each department's designated credit card clearing account after the District pays the bill. The monthly credit card statement can be downloaded online.

Credit Card Log Report

Staff have the option to submit the report through DocuSign or in-person with the original documents. The cardholder is responsible for providing adequate supporting documents and completing the report promptly, including appropriate signature/approval.

If submitting through DocuSign, all the documents shall be uploaded along with the completed Credit Card Log Report. All original receipts shall be submitted to the Executive Assistant to the Vice Chancellor, Finance and Administration along with the name of the cardholder.

- **Fill out the Credit Card Log Report**.
  1. Gather receipts for each charge and any supporting documentation.
  2. For Travel & Conference related expenses, a copy of the approved **Travel and Conference Form** must be included.
  3. For food purchases for meetings and events, supporting documentation for prior approval must be included. Include the **Food Purchase Operating Procedure for Events/Meetings** with the bottom portion completed to support prior approval.
  4. If there are missing receipts, a **Missing Receipt Form** must be completed and included.
- **Approval routing should include:**
  1. The **cardholder's** signature on the credit card log report indicates charges are correct and all receipts and support documentation are included.
  2. The **supervisor's** signature on the credit card log report indicates charges are appropriate, the staff adhered to credit card policies, and verifies all receipts and support documentation are included.
  3. The **Budget Administrator(s)** signature on the Credit Card Log Report indicates account numbers are accurate and that there is sufficient budget to cover the expense. If multiple accounts are used, each account must have a signature from the respective budget administrator.
  4. The **VP of Administrative Services or designee's** signature on the Credit Card Log Report indicates the correct account code, sufficient supporting documents, and appropriate credit card usage.
  5. The completed report shall be submitted to the **Executive Assistant to the Vice Chancellor, Finance and Administration** for final review to ensure compliance with internal procedures.

Expense Transfer

The Cardholder/Budget Administrator shall initiate an Expense Transfer through Banner SSB to move expenses from the credit card clearing account to the correct account number and upload supporting documents, including approved credit card log and credit card statement. T**he expense transfer shall be submitted through SSB before sending the Credit Card Log Report to the VP of Administrative Services or the District Finance office.**

The links provided below provide resource documents to help complete the expense transfer(s).
How to Initiate Expense Transfer

How to Load Supporting Documents in Banner Document Manager (BDM)

How to View Supporting Documents in Self-Service Banner (SSB)

SETTING UP ACCESS TO CREDIT CARD ACCOUNT ONLINE

U.S. BANK ACCESS ONLINE REGISTRATION

To begin utilizing U.S. Bank Access Online, the cardholder must first register. Access Online self-registration enables the individual to create their User ID and Password and is easy to use. To register:

- Go to: https://access.usbank.com and click "Register Online"
- When asked to enter company short name use: **CALCRD**
- Type your 16-digit card account number in the "Account Number" field, without spaces or dashes (e.g., 1234567891234567)
- Select the month and year that the account expires from the "Account Expiration Date Month" drop-down list.
- Type the 5-digit billing address zip code in the "Account ZIP/Postal Code" field (**95054**)
- Click "Register This Account"
- The Licensing Agreement page displays for review; if agree, click "I Accept" to continue
- User IDs must be 7 to 12 characters in length and can be alpha and/or numeric; user IDs must also be unique so try to think of a distinctive ID (e.g., if your name is John F Smith try the User ID jofsmith3)
- Passwords must be 8 to 20 characters in length, with at least one alpha and one numeric character
- Complete the contact information fields; fields with a red asterisk are required
- Phone and Fax Number fields should not include dashes, hyphens, parenthesis, or spaces in (e.g., 1234567890)
- When finished entering the **Card** click "Continue"
- **CONGRATULATIONS! REGISTRATION IS COMPLETE FOR ONLINE ACCESS.**

NOTE: If any information you entered is not valid, the system will return an error message. Individuals have three attempts to correct the information. If all three attempts fail, the account with incorrect information will be locked out from self-registration. They will need to contact U.S. Bank Customer Service at 1-877-887-9260 to unlock your account.

SETTING UP AUTOMATIC EMAIL NOTIFICATION FOR STATEMENT AVAILABILITY

- Log in to U.S. Bank Access Online.
- Click on **My Personal Information**.
- Under **Contact Information**, click on the *Email Notification* link.
- Now, enter your individual college email to receive the notifications.
- Next, scroll down to **Account Notifications** to see the account number.
- Check the box under Statement, and then click Save.
- An email notification will be sent to the individual cardholder when the credit card statement is available to view.

CONTACT FOR SUPPORT AND QUESTIONS

- **Mission College**
  - Danny Nguyen, Vice President, Administrative Services
    danny.nguyen@missioncollege.edu
    (408) 855-5417
  - Kristal Dela Cruz, Management Assistant, Administrative Services
    kristal.delacruz@missioncollege.edu
    (408) 855-5230
  - Chris Bibat, Financial Analyst, Administrative Services
    christopher.bibat@missioncollege.edu
    (408) 855-5581
- **West Valley College**
  - Anthony Djedi, Vice President of Administrative Services
    anthony.djedi@westvalley.edu
    (408) 741-2056
  - Elizabeth Maciel, Business Services Supervisor
    elizabeth.macil@westvalley.edu
    (408) 741-2148
  - Cher Vinson, Financial Analyst
    Cher.vinson@westvalley.edu
    (408) 741-4679
- **District Services**
  - Christina Booth, Executive Assistant to Vice Chancellor of Finance & Administration
    christina.booth@wvm.edu
    (408) 741-2085