

<b>Number:</b>	FIN-305
<b>Title:</b>	Credit Cards
<b>Person responsible for enforcement:</b>	Vice-Rector, Administration
<b>Entered into force:</b>	October 23, 2024
<b>Approved:</b>	October 23, 2024 by the Board of Governors <i>This document replaces all previous regulations on this subject.</i>
<b>Exception:</b>	No exception to this regulation without prior written authorization from the Board of Governors

*In this document, the masculine form is used without prejudice and for conciseness purposes only.*

## 1. Objective

This regulation establishes a means of controlling the use of Saint Paul University credit cards.

## 2. Regulation

- 2.1 University credit cards will only be issued to employees authorized to make purchases for University purposes or, in exceptional cases, for security reasons, to an employee travelling on University business.
- 2.2 The cardholder is responsible for all transactions made on the card.
- 2.3 The credit card is issued in the cardholder's name and cannot be assigned or loaned to any other user.
- 2.4 The card remains the property of Saint Paul University and must be returned upon termination of employment or upon request from the employee's supervisor.
- 2.5 The default credit limit is \$10,000.

## 5. Implementing rules

- 3.1 To obtain a credit card, the employee must submit to Financial Services a completed application form, signed and approved by a member of the Administration Committee.
- 3.2 The cardholder must forward a monthly account/expense report with approved supporting documents to Financial Services before the established deadline. Original supplier invoices only will be accepted as supporting documents. Monthly credit card statements or credit card receipts are not acceptable.
- 3.3 The credit card must not be used for purchases for which the University may be billed. Payment of an invoice by direct deposit should always be preferred.
- 3.4 The credit card is to be used solely for purchases normally made by credit card. The cardholder is responsible for ensuring that use of the card complies with the University's purchasing policy (*FIN-312*).
- 3.5 The credit card is to be used solely for expenses incurred on behalf of Saint Paul University and no cash advances are allowed.

- 3.6 All purchases with missing supporting documents and purchases not approved by a member of the Administration Committee will be considered personal purchases.