



# HARTWICK COLLEGE

est. 1797

## Hartwick College Credit Card Policy

### Cardhold Eligibility

Employees who travel frequently on Hartwick College (College) business can request a College credit card (Card). The request for a Card, approved by his/her supervisor and respective Vice President, should be submitted to the College's Controller. Each individual Cardholder must sign this Cardholder agreement, which will be retained in the Financial Services Office.

### Cardholder Responsibility

1. The Card is to be used for College travel related business only.
2. All detailed sales slips must be submitted on ChromeRiver/Emburse within two weeks from the day the traveler returned, or if advance travel plans are made, two weeks from the date the charges were made.
3. Cardholders are responsible to verify the accuracy of their statement when it arrives and to assure that all charges have been included on their expense reports. Statements do not need to be forwarded to Accounts Payable.
4. Attempt to resolve disputes or billing errors directly with the vendor and notify the Financial Services Office if a dispute or billing error has not been satisfactorily resolved.  
\*\* Please ensure that an appropriate credit for the reported disputed items or billing error appears on a subsequent billing statement. Accepting cash in lieu of a credit to the Card account is not permitted.
5. Other individuals are not allowed to use the Card. The Card should remain in the Cardholder's possession.
6. Immediately report a lost or stolen card to the Financial Services Office.
7. Return the Card to the Financial Services Office upon terminating employment or if the Card is no longer needed for the employee's position.
8. In addition, all Company-wide policies must be followed.

### Payment Procedures

Payment will be made directly to the credit card company by the Financial Services Office each month.

### Card Termination

A credit card account will be closed if a Cardholder:

1. Moves to a new job not requiring travel or no longer needs a Card in their current position.
2. Fails to produce receipts or documentation in a timely manner or respond to request to produce receipts or documentation.
3. Knowingly uses the credit card for personal purchases.

### Cardholder Agreement

By signing this agreement the Cardholder agrees to the credit card policy. Failure to abide by this policy may result in the cancellation of the credit card and undocumented use of the card may result in repayment to the College and/or taxable income to the Cardholder.

\_\_\_\_\_  
*Requested Cardholder's Name*

\_\_\_\_\_  
*Requested Cardholder Signature & Date*

\_\_\_\_\_  
*Credit Limit Requested*

\_\_\_\_\_  
*Supervisor Signature & Date*

\_\_\_\_\_  
*Cardholder's Phone Number  
(Fraud Prevention)*

\_\_\_\_\_  
*Vice President Signature & Date*