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**LAKE-SUMTER STATE COLLEGE  
ADMINISTRATIVE PROCEDURES**

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TITLE: ASSIGNMENT OF CREDIT CARDS FOR BUSINESS USE

NUMBER: PRO 6-27

REFERENCE: Board Rule 6.09

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**I. PURPOSE**

The purpose is to establish procedures for the assignment and use of credit cards to facilitate business operations at LSSC. These credit cards are assigned both in the name of the College and the name of the individual to whom it is assigned.

**II. RESPONSIBILITY**

The Vice President of Financial Services/CFO will be responsible for the assignment and use of credit cards to facilitate business operations at LSSC.

**III. PROCEDURE**

- a. The Vice President of Financial Services/CFO is authorized by the President to secure credit cards in the name of the College and the name of the individual to whom the credit card is assigned.
- b. Applications for a credit card will be submitted through Workflow.
- c. Training for the proper use of credit card and expense reporting will be completed by the proposed cardholder during the application process.
- d. All applications for these credit cards must be approved by the President.
- e. A verification of receipt will be obtained from the cardholder upon issuance of the credit card through the Workflow application.
- f. Security of the credit cards and verification of expenditures incurred through use of the cards are responsibilities of the individual to whom the card was issued.
- g. The card issued to the authorized representative is the individual filling the position. Any administrative change will invalidate the authorization granted for the credit card. The individual must surrender a credit card promptly to the Controller in Financial Services and obtain a receipt for the files.
- h. No personal charges should be made on credit cards issued in the name of the College.
- i. Lost or stolen College credit cards must be reported immediately to the Bank of America (card issuer) and the Controller in Financial Services.
- j. Misuse of a credit card by any employee may result in disciplinary action up to and including termination from the College.
- k. Credit card holders are responsible for reading and following all of LSSC procurement policies and as further defined in the purchasing manual. The manual can be viewed on LSSC Intranet under purchasing.
- l. Additional procedural information is included in the Credit Card Procurement Manual given to each assignee.

New: 05/2005

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