

Doane Credit Card

Policies, Procedures, and Platform

Policy

- ▶ Who can use Doane credit cards?
 - ▶ **Only the Cardholder!**
 - ▶ No sharing the card or the card information for other's to use.
- ▶ Cardholder Responsibility
 - ▶ Keep card safe
 - ▶ Report fraud
 - ▶ Review and document all transactions
- ▶ Credit Limit
 - ▶ Determined based on expected regular monthly needs
 - ▶ Permanent and temporary increases can be requested, with leadership approval
- ▶ What can be purchased?
 - ▶ Allowable purchases list
 - ▶ Within budget and department guidelines
 - ▶ Grant guidelines

Allowable Purchases

- ▶ Advertising services
- ▶ Athletic supplies
- ▶ Books/Publications
- ▶ Break-room supplies (disposable utensils, plates, coffee, water)
- ▶ Cleaning supplies
- ▶ Clothing/Costumes/Uniforms
- ▶ Conference registration fees
- ▶ Consulting services
- ▶ Distilled/filtered water
- ▶ Domain fees for websites
- ▶ Dry cleaning for non-personal items (i.e. uniforms, choir robes, costumes)
- ▶ Equipment
- ▶ Event supplies/decor
- ▶ Extended warranties covering repairs and maintenance on minor equipment
- ▶ Fees for re-certification or classes to enhance job-related skills
- ▶ First aid kits
- ▶ Flowers and plants for events or as gifts in expression of sympathy or congratulations
- ▶ Food for approved holiday parties
- ▶ Food for board meetings
- ▶ Food for approved employee meetings, training sessions, retreats, receptions and recognitions.
- ▶ Food for recruiting new faculty/staff/students
- ▶ Food for medical & clinical use
- ▶ Food for resale (i.e., concessions)
- ▶ Food for student functions
- ▶ Food for teaching & classroom purposes (i.e. educational, instruction, demonstration)
- ▶ Foreign currency transaction fee
- ▶ Freight and shipping supplies
- ▶ Gas/Fuel for small equipment
- ▶ Greeting cards
- ▶ Instructional Supplies
- ▶ Job advertisements
- ▶ Lab supplies
- ▶ Labor services
- ▶ Maintenance
- ▶ Marketing fees
- ▶ Medical Supplies
- ▶ Memberships in professional organizations
- ▶ Office supplies
- ▶ Paint
- ▶ Postage
- ▶ Printing services
- ▶ Promotional items available to all/everyone and promotes cause/mission
- ▶ Publishing fees
- ▶ Rental of services or equipment
- ▶ Repairs and maintenance on equipment
- ▶ Research supplies
- ▶ Residence Hall linens/supplies
- ▶ Safety supplies
- ▶ Stage supplies/props
- ▶ Stationary
- ▶ Subscriptions
- ▶ Tools
- ▶ Training supplies
- ▶ Travel expenses if approved (i.e. parking, meals, fuel, vehicle rental, flights, lodging)
- ▶ Utilities

Prohibited Purchases

- ▶ Alcohol *
- ▶ Cash advances
- ▶ Conference-related fees for spousal/employee-guest use
- ▶ Conference-related t-shirts, mugs, etc.
- ▶ Contributions
- ▶ Credits toward a degree program
- ▶ Donations
- ▶ Food for personal meals/snacking
- ▶ Gift cards *
- ▶ Gifts for faculty/staff *
- ▶ Hardware*
- ▶ Holiday decorations for employee or personal use
- ▶ Legal services
- ▶ Limousine services
- ▶ Medical services
- ▶ Membership programs with retail outlets (i.e., Amazon Prime, Sam's Club etc.)
- ▶ Moving expenses
- ▶ Parking tickets/Traffic violations
- ▶ Passport or passport photos
- ▶ Payments to individuals
- ▶ Personal use items (radio, coffee pot, artwork, Kindle downloads, etc.)
- ▶ Raffles for non-student events
- ▶ Reimbursement of personal items
- ▶ Software (except by Service Center)*
- ▶ Vehicles or trailers requiring title issuance (except by Fleet Services)

* except as noted in next slide

Purchase Restrictions

- ▶ Alcohol
 - ▶ Need written permission from President's office
 - ▶ Blanket permission for certain cases may apply
- ▶ Gifts, including gift cards
 - ▶ Need prior written approval by VP of purchasing employee's department
 - ▶ Any gift cards purchased must state who they are for and why.
 - ▶ Gift cards of ANY AMOUNT given to Doane employees must be reported to Payroll
 - ▶ Other gifts to employees with value over \$100 must be reported to Payroll
 - ▶ Customary Flowers/Plants, Cards do not count as "Gifts" in this sense
- ▶ Technology purchases
 - ▶ Should first be reviewed and approved by the Service Center
 - ▶ [Can usually come from Technology's budget](#)
- ▶ Tax Exemption
 - ▶ No sales tax in Nebraska or most other states
 - ▶ Use tax exemption listed on card
 - ▶ Reach out to Business Office for additional help

Procedures

- ▶ How to get a card:
 - ▶ Qualifiers
 - ▶ Supervisor/VP support
 - ▶ [Application](#) at Service Now
- ▶ How do I use the card?
 - ▶ Just like any other credit card
 - ▶ Self-registration
 - ▶ Doane Amazon & Walmart accounts
- ▶ What if I need a higher credit limit?
 - ▶ [Credit Limit Increase Request Form](#) on Service Now
- ▶ How do I document expenses
 - ▶ GL Code
 - ▶ Description
 - ▶ Receipts

Documentation

▶ GL Code

- ▶ First three parts = Where
 - ▶ Usually one of a few assigned to the card holder
 - ▶ May be provided by another department requesting purchase
 - ▶ If unsure contact Supervisor or Business Office for assistance
- ▶ Object code = What
 - ▶ Cheat sheet to reference
 - ▶ If unsure contact Business Office for assistance

▶ Description

- ▶ Clear description of what was purchased
- ▶ Easily understood by someone unfamiliar
- ▶ Business purpose
- ▶ Travel details
- ▶ No vague descriptions

Receipts & Invoices

- ▶ Must be vendor-generated
- ▶ Must include the following:
 - ▶ Vendor name/address
 - ▶ Date of charge
 - ▶ Itemized list of goods/services purchased
 - ▶ Amounts of charges
 - ▶ Payment method
- ▶ Clear legible copy
- ▶ Missing receipt?
 - ▶ Exceptions
 - ▶ Request replacement from vendor
 - ▶ Complete [Missing Credit Card Receipt Form](#) on Service Now

Credit Card Cycles

- ▶ Weekly statements, end date is midnight every Friday.
- ▶ Currently reporting monthly on the second Friday of the month.

Due Dates

- ▶ Submit transactions
 - ▶ Submitted on financial platform within three business days of cycle end
 - ▶ Includes coding, description and receipts
 - ▶ Can be done by cardholder or ‘reconciler’ aka group manager
 - ▶ Cardholder has responsibility for making sure it is done on time correctly
- ▶ Changes
 - ▶ Prior to due date, changes can still be entered on platform
 - ▶ Contact c.card@doane.edu to have transaction unlocked for editing
 - ▶ After due date, any changes must be submitted to Business Office for correction
- ▶ Approval/Final submission
 - ▶ Approved or rejected on platform within five business days after cycle end
 - ▶ Rejections corrected and approved within another two business days

Review and Approval Process

- ▶ Verifying information
 - ▶ Can be done by the Cardholder, 'Reconciler', Supervisor or another designated individual
 - ▶ Matching receipt to transaction
 - ▶ Does receipt have all required info? Is it legible?
 - ▶ Is purchase description accurate, clear and concise?
 - ▶ Is the GL code appropriate to the purchase and cardholder
- ▶ Approval
 - ▶ Must be done by designated Approver, generally the Supervisor
 - ▶ Ensures that the purchase is in-line with the budget and needs of the department
- ▶ Periodic reviews will also be conducted by the purchasing card administrator
- ▶ Failure to **thoroughly** review transactions in a **timely** fashion may result in suspension of card privileges



Spend Control Platform

<https://spendcontrol.bokf.com/>