

## **Policy 3.6: Credit Use**

### **Policy**

The Board Treasurer shall designate a Credit Card Administrator who will oversee the accepted procedures in conjunction with the Finance Committee. Each UUFC business credit card shall be used for valid UUFC expenditures only. Use of a UUFC credit card or UUFC store credit account for personal use is prohibited.

Only UUFC staff, committee chairs, and members who have been approved by the Credit Card Administrator may use UUFC credit cards or credit accounts.

This policy was approved by the Board of Trustees December 13, 2010.

### **Procedures**

The Credit Card Administrator is responsible for the following:

- Creating and maintaining credit card applications and performing credit checks of employees applying for a card
- Reviewing and processing new applications
- Canceling cards of individuals who are no longer employees
- Canceling cards that have not been used for 12 months
- Managing past due cardholder account situations
- Reviewing and reconciling reports from the credit card provider with credit card holder's receipts
- Managing the relationship with the card provider
- Auditing card use to ensure cards are used only for UUFC business