



Credit Cards

Rationale

Regulations must exist to ensure the responsible issue and use of credit cards for business purposes at SAMU.

Definitions

Cardholders are members of Executive Committee and full-time staff members who are issued credit cards.

Regulations

1 Credit cards are issued to assist in the execution of SAMU business.

1.1 Credit card expenditures must be approved.

2 Cardholders must sign the *Corporate Card Use Agreement* prior to receiving a corporate credit card.

3 Based on demonstrated need in the performance of duties, the General Manager may authorize full-time staff as cardholders.

3.1 The Finance Department maintains a record of which full-time staff members are issued credit cards and their approved credit limit.

4 The combined credit limit of all cardholders cannot exceed the corporate limit set by SAMU's financial institution.

4.1 Executives receive a credit card, with a limit of \$1,500, for a term of May 1 to March 25.

4.1.1 Continuing executives will retain their credit card for the following year per 4.1.

4.2 The General Manager establishes full-time staff credit limits.

5 Each month, cardholders submit their credit card statement, an expenditure report, and itemized receipts for expenses. Credit card statements and approved expenditure reports must be submitted to the Finance Department by the date established by the Finance Department.

6 Cardholders are responsible for reimbursing SAMU, within 30 days, for any charges to credit cards that are not related to SAMU business, that are deemed inappropriate by their direct supervisor for a staff member (or deemed inappropriate by Executive Committee as a whole for a member of Executive Committee), or that are not reconciled and submitted to the Finance Department by their established deadline.

7 SAMU reserves the right to withhold any reimbursements or payments to an individual to recover an owed amount, with interest, associated to credit card expenses if a cardholder:



- 7.1 ceases to be employed with SAMU and has an outstanding amount owed; or
- 7.2 fails to reimburse an owed amount within 30 days.



Appendix A: Corporate Credit Card Use Agreement

This Corporate Credit Card Use Agreement ("Agreement") is between The Students' Association of MacEwan University ("SAMU") and

Employee Name (Print)

Credit Card Number

I am the employee named above and I received the above-listed credit card associated with the corporate credit account of SAMU and I confirm all my information is correct. By my signature on the Agreement, I will agree to comply with and be bound by the following conditions:

1. I understand this Card is SAMU property and I will be making financial commitments on behalf of SAMU when using this Card. I agree that use of the Card is limited to business purposes authorized by SAMU. I agree this Card must not be used for any personal, unauthorized, or illegal charges and any such misuse may result in cancellation of this Card and may further result in disciplinary action up to and including termination of my employment.
2. I understand that SAMU may review and investigate use of this Card and I have no expectation of privacy concerning any charges incurred. I will cooperate with any such review or investigation. I agree to be held personally liable for the total dollar amount of any improper charges incurred plus any administrative fees assessed in connection with misuse of this Card. I agree that any personal, unauthorized, or illegal charges made by me, including any administrative fees and/or finance charges assessed in connection of such charges, and paid for by SAMU on my behalf will be considered a personal loan to be repaid through SAMU's POS system or payroll deduction.
3. I agree to reconcile my expenses and timely submit a credit card expense reconciliation report within 10 business days of the credit card cycle, from which SAMU will pay the charges incurred in connection with this Card. The credit card expense reconciliation report shall be supported by appropriate documentation as required by SAMU. If I fail to timely submit accurate and complete credit card expense reconciliation reports, SAMU will consider the unsupported charge(s) incurred in connection with this Card to be a personal loan and may collect those amounts from me as described herein.
4. I promise to immediately notify my Supervisor and the Finance Department upon discovering this Card has been lost, misused, or stolen or this Card has been subject to fraud, unauthorized use or misuse. I agree to cooperate with any investigation concerning the loss, theft, or suspected misuse of this Card.
5. I agree to return this Card immediately upon request by Management or upon termination of my employment (including retirement or resignation) with SAMU.

Employee Signature

Date

General Manager

Date



Fact Sheet

Approvals:

First Approval – December 12, 2013

Last Approval – July 17, 2024

Date of Last Review: March 25, 2021

Source and Updates:

December 12, 2013: Credit Cards approved by Executive Committee motion E2013-12-12-6. Source material drawn from *Procedure 14 – SAMU Credit Cards*.

September 18, 2019: Credit Cards approved by Executive Committee motion E2019-09-18-2 on the recommendation of the Procedure Sub-Committee. Expenditure report submission deadline adjusted to indicate the Finance Department sets the deadline.

March 25, 2020: Credit Cards approved by Executive Committee motion E2020-03-25-1 on the recommendation of the Procedure Sub-Committee. Corporate Credit Card Use Agreement (Appendix A) added with the requirement that staff will need to sign the agreement upon receipt of a corporate credit card.

July 17, 2024: Credit Cards procedure approved by Executive Committee motion 2024-07-17-4 on the recommendation of the Procedure Sub-Committee. Updated to provide executive committee members with credit cards from May 1-March 25, instead of May 1-April 30.

Related Documents and Forms:

Corporate Credit Card Use Agreement

Missing Credit Card Receipt Form