

Credit Card Policies and Procedures

Oil Company Credit Cards

Paris Junior College maintains credit cards issued by major oil companies for use by employees of the College to purchase fuel and related supplies for college vehicles. These cards are kept in the Business Office. Any full-time employee who is authorized to use college-owned vehicles may secure a credit card to be used for the duration of a schedule trip. The employee must sign for the card at the Business Office. Upon completion of the trip, the card must be returned to the Business Office. Because of the number of individuals using the cards, it will be necessary to ensure any cards checked out are returned no later than five working days after the trip has been completed. Should a card be lost or stolen, the Business Office must be notified immediately to ensure that the company who issued the card cancels the card and stops any unauthorized charges. It will be the responsibility of the Business Office to maintain sufficient cards and of the type desired to meet the demands of the College. The Business Office should be notified if employees find particular cards to be unacceptable and those cards will be replaced. In an employee should have to make a purchase for a college vehicle and a school credit card was not available, the employee may make the purchase with personal funds and request reimbursement by the college out of the transportation account. The purchase should be supported by receipt showing the amount expended.

Telephone Cards

Paris Junior College maintains AT&T credit cards, which may be issued to any full-time employee for college use. These cards may be checked out from the Business Office. Each card has a unique number and a report is generated at the end of the month showing all charges against each card. The individual who signs for the card will be accountable for all charges. An account will be established for each department to charge telephone calls. When this card is no longer needed, it must be returned to the Business Office and the individual will be relieved of the responsibility of future charges.

American Express Corporate Cards

All employees with an annual salary of \$15,000 or greater may apply for an American Express Corporate Card primarily for college travel expenses. Acceptance is determined by American Express and the employee is responsible for the account. The card must be destroyed when the employee terminates employment with Paris Junior College.