



Department Credit Card Use Agreement

AU offers the ability for faculty and staff to use a University credit card. Credit cards are intended for travel purposes, however, exceptions are made with proper *prior* approval.

As a card user, I understand my responsibilities include, but are not limited to:

- Returning the card with detailed receipts in a timely manner.

(Initial)

- Receipts should be **detailed**, showing the merchant name, transaction date and amount.
- In addition to the items above, **receipts for meals must be itemized** and the expense report must note all attendees.
- The cost of meals should be reasonable compared to the GSA Per Diem rate based on the location of the restaurant. AU will cover up to 20% gratuity.

(Initial)

- **Purchases from AMAZON are NOT to be made with the department credit card.** All Amazon purchases must be submitted through the requisition process in Workday.

(Initial)

- Receiving prior approval for purchases greater than \$3,000.

(Initial)

- Abiding by all policies in the University Credit Card Section (pg. 21) of the Fiscal Policies and Procedures, Section 6.4 of the Employee Handbook, as well as any additional purchasing and travel policies.

(Initial)

- I understand if I do not follow all policies outlined here and the Employee Handbook and Fiscal Policies & Procedures, the university has the right to request reimbursement for applicable expenditures.

I acknowledge I have read/understand my responsibilities as a card user listed above and agree to follow procedures for using an Anderson University credit card as outlined in the Employee Handbook and Fiscal Policies & Procedures

Print Name

Name on Card

Signature

Date