



Floater Credit Cardholder 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.

Cardholders should avoid making purchases for items that can instead be obtained through the requisition process.

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

(Initial)

- Submitting completed expense reports through Workday to the Business Office by the 15th of every month.
- Keeping up with and attaching receipts to expense reports.
 - 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.
- Attempting to obtain missing receipts by contacting the merchant. If it is not possible to obtain the missing receipt a Missing Receipt Form must be completed and signed by the applicable Vice President.
- Receiving *prior* approval for purchases greater than \$3000, unless otherwise stated, and will attach evidence of approval to the expense report.
- 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.
 - *Other purchases/uses of the card must be properly authorized before the card is used.*

(Initial)

I understand that if the card has been compromised, I will contact the Business Office as soon as possible.

(Initial)

I understand if I do not follow all policies in the Employee Handbook and Fiscal Policies and Procedures, the Business Office has the right to request reimbursement for applicable expenditures and/or inactivate or cancel the card.

I acknowledge I have read/ understand my responsibilities as a cardholder 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