

SOUTHEASTERN UNIVERSITY

GENERAL ADMINISTRATIVE POLICY

Page 1 of 4

TITLE: American Express Card Policy

POLICY NUMBER:

EFFECTIVE DATE: September 30, 2008

REVISION DATE: December 3, 2010

ACCREDITATION STANDARDS:

POLICY:

The American Express credit card is intended to help employees pay for University travel and hospitality-related expenses when direct billing by vendors is not an option. It must not be used for personal items. All cardholders must respond timely to the monthly request for receipts stating the purpose of the expenditure, account number to charge the purchase next to each line item and, in the case of hospitality, the guest name and company, and purpose of the expense must be noted.

PURPOSE:

The American Express card is a corporate card for Southeastern University and should be used for charges related to department expenses only, mainly travel and hospitality. The card must not be used for any personal expenses.

SCOPE:

All approved American Express cardholders.

DEFINITIONS:

FORMS AND APPLICABLE DOCUMENTS:

American Express Receipt Guidelines

Missing Receipt Affidavit

Tax Exempt Certificate

PROCEDURES:

All expenses (including travel and hospitality) should be billed through the University's Purchase Order system from the vendor directly to Accounts Payable if possible. If not, then the American Express card may be used for approved purchases.

The following guidelines pertain to the use of the card, and to the timely submission of receipts.

1. No equipment purchases should be made with the American Express (AMEX) card. These types of expenses should be processed and paid through the University Purchase Order and Accounts Payable systems.

SOUTHEASTERN UNIVERSITY

GENERAL ADMINISTRATIVE POLICY

Page 2 of 4

2. If an unusual purchase has been made (e.g., equipment, computer, etc.) in an emergency situation (e.g., weekend breakdown needs immediate attention), an explanation for the purchase is required. This written explanation should be submitted with the receipt.
3. For all items ordered, shipping address must be Attention: (your name), Southeastern University, 1000 Longfellow Boulevard, Lakeland, FL 33801. Please make sure your package is sent to your attention. No items can be shipped to a personal residence or other business address, unless you are shipping to yourself while on SEU business.
4. Any office supplies for your department must be purchased through OfficeMax, unless you are traveling on SEU business.
5. Personal purchases include but are not limited to gifts, deodorants, toothbrushes, toothpaste, combs, soap, climate change apparel – hats, sunglasses, jackets etc. If these items are purchased on the card, reimbursement will be required in full at the Cashier's office.
6. The AMEX card must not be used for paying cell phone or other Internet charges. Please see Information Technology if you need internet access while traveling.
7. University funds are not to be used for the purchase of narcotics, other controlled substances, alcoholic beverages, or tobacco products.
8. No renewable charges should be paid using the AMEX (e.g., cell phones, dues, memberships, AAA, etc.).
9. All business meal receipts must be accompanied by an original receipt detailing the purpose of the meal and the names and titles of each guest, along with the original detailed restaurant receipt. The tip amount should be written in at the bottom of the receipt and the receipt should be totaled.
10. When submitting original receipts:
 - include the full receipt, including detail (all receipts should be taped to 8½ x 11 white paper. The tape should not cover any numbers or pertinent data. Do not highlight or circle totals.)
 - use correct account numbers
 - transfer funds if there is a deficit in your account

SOUTHEASTERN UNIVERSITY

GENERAL ADMINISTRATIVE POLICY

Page 3 of 4

Please refer to the American Express Receipt Guidelines and examples attached.

11. If a cardholder accidentally uses the University card for a personal purchase, then the amount personally owed for charge card usage is due upon receipt of the statement by the cardholder.

12. An account becomes delinquent if payment of personal and non-reimbursable items has not been received within 10 days of receiving their statement. If an account is not paid timely, the Business Office will notify the employee that the account is delinquent.

13. Corresponding receipts for the AMEX statement are due within 10 days of the receipt of current statement. If the cardholder does not submit receipts within 30 days of the billing date, the cardholder's charge privileges may be suspended until proper documentation has been received and credited to the account.

14. Missing Receipt Affidavits should be kept to a minimum.

15. If travel arrangements were made for someone other than the cardholder on the AMEX card, please make a note to indicate why the arrangements were made and the relation to Southeastern University business.

16. Where applicable all cardholders are required to use the Southeastern University Sales Tax Exempt Certificate while in Florida. Failure to do so when the tax savings is \$10.00 or greater may result in a non-reimbursable expense for the sales tax.

APPROVAL:

DISTRIBUTION:

SOUTHEASTERN UNIVERSITY

GENERAL ADMINISTRATIVE POLICY

Page 4 of 4

AUTHOR: