

Number & Title #I-14 Credit Card Policy

Effective Date:

April 24, 2019

Approval Date:

April 24, 2019

Policy Type

Internal Policy

Review Date:

This policy shall be reviewed every three (3) years.

Responsible Body:

Finance Committee

Authority:

AMS Code of Procedure Section II, Article 11(1)

“Council may create external and internal policies as well as combined policies.”

Purpose and Goals:

This policy is designed to:

- 1) Provide policies and procedures to govern credit card use.
- 2) Ensure that credit cards are properly utilized and that adequate control is established for day-to-day use.
- 3) Ensure security and accountability while making credit card use easy so that student treasurers and others can conduct their activities effectively and in a reliable and sustainable manner.

Applicability:

This policy applies to all AMS staff, authorized treasurers within the AMS, and presidents and executives of Constituencies and Clubs who hold a credit card issued by the AMS.

Exclusions: N/A

Definitions: N/A

Policy:

- 1) Credit cards are intended to be used to eliminate small cash reimbursements, cash transactions for out-of-pocket expenses, and the use of cheques.
- 2) Credit cards may be issued to Clubs, Constituencies, AMS Executives, and permanent AMS staff in accordance with procedures established by the VP Finance Office.
- 3) Anyone issued an AMS credit card shall:
 - a. provide the requested personal information at the time of issuance;
 - b. ensure the proper safekeeping and appropriate use of the card;
 - c. refrain from giving the card to another individual;
 - d. supply receipts and provide their department charge code and explanations for all credit card transactions on the US Bank Corporate Card Program;
 - e. review transactions online on the US Bank Corporate Card Program and follow up all questionable transactions with Visa immediately (using the telephone number on the back of the card);
 - f. be responsible for all transactions that go through Visa under their name and thus must retain all receipts for audit purposes;
 - g. code every transaction they make by credit card.
- 4) If a receipt has gone missing, the individual issued the card must explain clearly the purpose of the transaction for which the receipt has gone missing and indicate that the receipt is missing. They must also supply a memo signed by their direct manager, the Vice-President Finance (in the case of AMS Executives), or their Club or Constituency president to justify the transaction.
- 5) The use of a Club or Constituency credit card for expenses of a personal nature may result in disciplinary action by the AMS up to and including deconstitution of the Club.
- 6) Clubs and Constituencies and others overseeing individuals who have been issued credit cards are responsible for:
 - a. ensuring that the person issued the card is using it correctly and responsibly in accordance with paragraph 3 above;
 - b. reviewing and authorizing credit card invoices on a timely basis to avoid late penalties;
 - c. discussing and approving monthly credit card statements;
 - d. reviewing, auditing, and reporting all questionable credit card transactions.
- 7) The VP Finance Office shall be responsible for:

- a. reviewing all credit card transactions on a monthly basis;
 - b. reviewing all cases of credit card misuse and applying appropriate penalties;
 - c. issuing new credit cards;
 - d. verifying authorized transactions and scheduling payment in accordance with the terms of the credit card contract.
- 8) The VP Finance Office may cancel a credit card at any time.
- 9) An individual may apply for an increase in their credit limit as follows:
- a. if a permanent staff member, they must email their direct manager;
 - b. if an AMS Executive, they must email the Vice-President Finance, copying one other Executive, the Managing Director, and the Financial Controller;
 - c. if a Club or Constituency VP Finance or Treasurer, they must email the AMS VP Finance and the Financial Systems Coordinator, copying their organization president and one other organization executive.
- 10) Violations of this policy include but are not limited to:
- a. Not coding the transaction on the US Bank Corporate Card.
 - b. Not supplying receipts or a memo as back-up to the transaction.
 - c. Losing the credit card.
 - d. Using the credit card for personal expenses.
- 11) For violations of this policy, the VP Finance Office may issue a warning and if there is a second violation may suspend a credit card for up to three months. For a third violation, a credit card may be suspended for up to six months.
- 12) If a Club or Constituency Treasurer or VP Finance has had their credit card suspended, the card will be reinstated only after the Treasurer or VP Finance has been replaced.
- 13) Further penalties may include placing a Club or Constituency under investigation and freezing a Club or Constituency account.
- 14) For major offences involving sums greater than \$50 there may be an investigation by the Finance Committee and disciplinary action up to and including deconstitution.
- 15) If an expense charged to the credit card is not club or job-related, then the Club, Constituency, or individual charging the expense will be legally liable for it.

History:

This is the second draft of the first version of this policy.

Related Policies:

Appendix 1: Consultations

The following groups and individuals were consulted during the development of this policy:

VP Finance Office, Finance Committee, Executive Committee, AMS Clerk of Council, Managing Director, Accounting Office and Vice-presidents Finance of the constituencies.

Appendix 2: Form for Applying for a Credit Card

AGREEMENT:

I have read and understood the Credit Card Usage Agreement set forth by the Alma Mater Society of UBC Vancouver (AMS) for having a Corporate Credit Card under my name. By signing this form, I give permission to the AMS to withhold or deduct funds from my club account or pay cheque for unauthorized expenses, personal items, and unreported expenses incurred on the credit card issued to me.

AMS Department/Subsidiary Organization Name:

AMS Staff/AMS Exec/Subsidiary Organization's VP Finance Name:

Last 4 digits of Card Number: _____

AMS Staff/AMS Exec/Subsidiary Organization's VP Finance Signature:

Date (DD/MM/YYYY): ____/____/_____

AMS Supervisor/AMS VP Finance/ AMS Staff/AMS Exec/Subsidiary Organization's VP Finance/President's Name: _____

AMS Supervisor/AMS VP Finance/ AMS Staff/AMS Exec/Subsidiary Organization's/President's Signature: _____

Date (DD/MM/YYYY): ____/____/_____

Note:

Please put comment providing a reason for the expenditure under Tax and Allocations section. If you cannot update the transaction management because the deadline has past, feel free to email the comment to vpfinance@ams.ubc.ca, joanyu@ams.ubc.ca and fincoordinator@ams.ubc.ca. However, note that the credit penalty will apply for the misreported or no recorded transactions.