



UNIVERSITY OF RICHMOND

Policy Manual

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| Policy #: | FIN-4301 | Policy Title: | University Credit Card Policy |
| Effective: | 01/01/2025 | Responsible Office: | Office of Procurement |
| Date Approved: | 12/11/2024 | Approval: | Executive Vice President and Chief Operating Officer |
| Replaces Policy Dated: | 01/02/2020 | Responsible University Official: | Director, Procurement |

PURPOSE:

The purpose of this policy is to provide guidance for the purchase of goods and services using a University-issued credit card and to ensure the appropriate use of University resources.

SCOPE:

This policy applies to all employees of the University of Richmond and its affiliates who purchase goods or services on the University's behalf utilizing a University-issued credit card.

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FIN-4301.1 – Definitions

Allocator

The allocator manages transactions within Workday, collects and maintains receipts, and submits documentation and allocates transactions by the deadline. The allocator and cardholder may be the same person.

Allowable Expense

A necessary, reasonable, and appropriate expense incurred for the primary benefit of the University.

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Appropriate

Appropriate means an expense is suitable and reasonable from the perspective of an objective third party and fulfills a valid business purpose.

Approver

The approver is responsible for reviewing credit card transactions to ensure they are appropriate and allowable under University policy.

Business Purpose

The business purpose establishes that a particular good, service or activity is necessary to fulfill the mission of the University and primarily benefits the University, not the individual. A legitimate business purpose must be provided for an expense to be reimbursed by the University or for it to be an allowable charge on a University credit card.

Cardholder

The cardholder is the individual to whom the University credit card is issued. They are responsible for ensuring the card is safeguarded at all times and that the transactions placed on the card are permissible under University policy. The cardholder may also be responsible for managing the transactional process as the allocator or may have someone else manage this responsibility on their behalf.

Delegate

Delegate is the person who may approve credit card transactions and/or reports if the approver is not available. The delegate has the same responsibilities as the Approver.

Merchant

A merchant is a person, business, or company who sells goods or services. The terms merchant, vendor, or supplier may be used interchangeably in this Policy.

Merchant Category Codes

The Merchant Category Code (MCC) is a four-digit number that credit card networks assign to every merchant or business that applies to accept credit cards. The number corresponds to the primary type of business or service the merchant offers. MCCs are assigned by merchant type (e.g., one for office supply stores, one for bookstores, etc.) or by merchant name (e.g., Marriott).

Purchasing Card

The University of Richmond Purchasing Card (PCard) is a credit card that may be used to make business and travel-related purchases on behalf of the University.

Reasonable Expense

A reasonable expense is ordinary – not lavish or excessive – and reflects a prudent decision to incur the expense on behalf of the University in furtherance of its business.

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Receipt

A receipt is a document that substantiates the business transaction and provides proof of payment of that expense. A receipt will typically include the date of transaction, merchant name, list of items purchased, or services received, form of payment (cash, check, credit card), and amount paid.

Travel Card

The University of Richmond Travel Card (Travel Card) is a credit card that may be used to make travel-related purchases on behalf of the University.

FIN-4301.2 Overview

A University-provided credit card is a method of payment for certain types of permissible business expenses. Because the credit card is a method of payment, individuals using a University credit card must adhere to relevant University policies related to the expenditure of institutional funds. Expenses charged to a University credit card must be for a legitimate business purpose, both reasonable and appropriate, and properly documented. Purchases for personal use should never be placed on a University credit card. As with all expenditures of University funds, employees using a University credit card are expected to safeguard the resources under their control and report any suspected financial misconduct. As with all expenditures of University funds, employees using a University credit card are also expected to avoid situations in which their relationships with other employees or with outside entities could create an actual, apparent, or potential conflict of interest.

University credit cards should not be used to pay invoices. Invoices should be paid through Accounts Payable.

FIN-4301.3 Types of Cards

The University of Richmond offers three types of credit cards:

1. Purchase Card (Individual or Departmental PCard)
2. Travel Card
3. Student Organization Card (SOC)

Unless otherwise specified, the same policies apply to using all types of cards.

Only faculty and staff employees, typically individuals who make the majority of departmental purchases for their area or individuals who travel frequently for University related purposes, are eligible to be assigned a University credit card. Students are not eligible to receive a card.

Purchase Card (PCard)

There are two types of PCards – an individual card and a departmental card.

- The individual PCard is issued in the name of a university employee. The card may be used only by the individual whose name is on the card.

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- The departmental PCard is issued in the name of a University department and assigned to a single University employee. This card may be shared with other employees within the department; however, the ultimate responsibility for the card belongs to the assigned cardholder. The Department PCard may be used to make purchases on behalf of the department and to book travel arrangements on behalf of individual members of the department.

Travel Cards

A Travel Card is a credit card issued to faculty and staff members who regularly travel or entertain for University business. Travel cards may be used only for expenses related to travel and business meals; it may not be used to purchase ordinary goods or services unrelated to travel. The card may be used only by the individual whose name is on the card.

Student Organization Card

The Student Organization Card (SOC) is similar to the department PCard. However, the types of goods and services for which these cards can be used is more restrictive than either PCards or Travel Cards, and the transaction limits on the SOC are generally lower.

Additionally, the SOC has the following requirements:

- An employee within the department overseeing the student organization must be the assigned cardholder.
- The cardholder is responsible for signing out the card to the students, obtaining receipts, and managing all aspects of card usage.
- The cardholder is responsible for ensuring that students using the card understand and comply with University policies on the use of University funds.

FIN-4301.4 PCard Limits and Restrictions

Each card has transaction limits and restrictions. These controls include:

1. Single transaction (purchase) limit. Multiple charges, or splitting a transaction to purchase a single item exceeding the purchase limit, are not permitted;
2. Monthly spending limit;
3. Limits on the number of transactions per day;
4. Restricted merchant category codes (MCC).

The card restrictions are based on the needs of the department, the type of card, and the University's [*FIN-4403, Procurement Policy*](#). Card limits are established by the Procurement Office.

FIN-4301.5 Roles and Responsibilities

Responsibilities of the Cardholder

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Cardholders are responsible for the following:

- Ensuring card expenses are valid, have a legitimate business purpose, are reasonable, and conform to University policy and grant restrictions, if applicable;
- Ensuring safekeeping of the card at all times;
- Reporting a lost or stolen card promptly;
- Resolving issues with merchants and disputing erroneous transactions;
- Allocating transactions and providing documentation in accordance with University deadlines or ensuring that the allocation and documentation has been provided by the Cardholder's allocator.

The cardholder's completion of the purchase card transaction verification or travel expense report in Workday affirms that the above responsibilities have been met.

Under some circumstances and as permitted by University policy, cardholders may delegate responsibility for card allocation and report preparation. However, the ultimate responsibility for timely submission of required documentation remains with the cardholder.

Responsibilities of the Approver

Individuals authorized to approve credit card transaction reports are responsible for the following:

- Reviewing the expenses;
- Affirming that the expenses were necessary, reasonable, and consistent with University policies, and the stated business purpose;
- Ensuring information contained in the report is properly documented and supported by attached receipts;
- Requesting additional documentation or explanation for expenses that appear to be excessive or unusual in relation to the nature of the trip, event, or stated business purpose, and ensuring that the explanation(s) for such expenditures are included in the report;
- Ensuring the report is approved by the published deadlines.

The primary responsibility for determining the appropriateness of expenditures rests with the cardholder and the approver. The electronic approval of the expenses affirms that these responsibilities have been met.

Responsibilities of Supervisors and Cardholders Making Transactions on Behalf of Others or Making SOC PCards Available to Students

Cardholders who make credit card transactions on behalf of others are responsible for adhering to this and other applicable University policies and making others aware of the policies relevant to their spending on the University credit card.

Supervisors and cardholders who assist students with SOC credit cards are responsible for ensuring that individuals using a SOC card are aware of and adhere to this policy and other policies related to the use of university funds.

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Responsibilities of the Procurement Office

The Procurement Office is responsible for managing the University Credit Card program. Its responsibilities include:

- Ensuring information provided for PCard transactions is supported by accompanying documentation and/or receipts.
- Reviewing expenses for compliance with university policies, including business purpose and reasonableness of the expense;
- Reporting misuse, abuse, or fraud in accordance with institutional policies.
- Acting as a resource and providing training to cardholders, allocators and approvers.

Responsibilities of Principal Investigators

In addition to other responsibilities outlined in this policy, grant principal investigators (PI) who are approving or incurring expenses associated with an externally funded grant must adhere to the procurement standards defined in the Procurement Policy. PIs are also responsible for being aware of and complying with any specific requirements related to travel or the purchase of goods or services specified as part of the grant award. Please contact the Grants Accounting Office for assistance.

Related Policies:

FIN-4200 Travel Policy
FIN-4204 Business Meals and Entertainment
FIN-4403 Procurement Policy
FIN-1100 Policy on Gifts, Prizes and Awards
FIN-4101 Policy on Use of University Funds and Financial Responsibilities
FIN-16001 Reporting and Investigating Suspected Fraud, Waste, and Abuse Policy
FIN 2101 Policy on Provision of Financial Resources to Students
FIN-13101 Sales Tax Exemption
GOV-1000 Conflict of Interest
GOV-1005 Policy on Monetary Support and Cash Donations

Policy Background

Original policy developed prior to 2008

Policy revised in 2008

Policy revised in July 2016

Policy revised and approved July 20, 2018

Policy was revised and reviewed by President's Cabinet and Academic Deans prior to approval on 6/25/2019.

Non-substantive revisions made in January 2020 to include references to additional relevant policy.

Non-substantive revisions made in Nov 2023 to update offices and titles.

Policy was revised and renamed; revisions were reviewed by President's Cabinet prior to approval on 12/11/2024.

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Policy Contacts

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