Hamilton College Corporate Credit Card Program
Policies and Procedures
Effective March 1, 2011

Overview

The College provides a corporate credit card to eligible employees who make regular or frequent purchases for the College and/or frequently travel on College business. The card is to be used for **College expenses only** and provides a convenient cost effective way to purchase goods and services and pay for travel expenses.

The credit card program is administered by the Business Office. An application must be completed and approved by the supervisor before a card will be issued. Improper use of the card and/or non compliance with all related policies and procedures will result in loss of card privileges and may result in disciplinary action.

Benefits to the cardholder

- Provides control, flexibility and convenience over purchase and payment of goods and services.
- Eliminates the need to use personal funds and obtain reimbursements in many cases.
- Easy access to account transactions and real time reports, anywhere, anytime.
- Ease of tracking expenses.

Benefits to the College

- The College participates in a rebate program, generating cost savings.
- Reduces the number of small checks issued through accounts payable, thus generating time savings and reducing administrative costs associated with processing,
- Reduces the number of purchase orders and other paperwork associated with check processing.
- Better reporting and monitoring capability. Custom reports for managers or department chairs can be created to review and monitor spending.

Corporate Liability

The credit card is issued in the name of and on behalf of Hamilton College. Although the employee's name appears on the card, the College is liable for all College related charges. There is no impact on the cardholder's personal credit history.

Tax Exempt Status

Generally, purchases made with the Hamilton College corporate credit card are exempt from New York State sales tax. The card is imprinted with our sales tax exemption number for your convenience. When making purchases please remember to indicate that we are tax exempt. For more information about our sales tax exemption and for travel outside of New York State go to https://my.hamilton.edu/college/purchasing/taxexemption

Cardholder Responsibilities

- The credit card is to be used for **College expenses only.**
- All purchases made with the card are subject to current College purchasing and travel policies.
- The card and card number must be kept secure at all times. In the event the card is lost or stolen, immediately contact Erika Mumford in the Business Office at x 4376.
- Review all purchases in Wrightexpresscorpcard on a timely basis. Use the notes field for a description of the charge and assign the correct general ledger code. (Refer to **Cardholder Instructions** for more details.) Check the "rev" box to indicate that you have reviewed and coded your transactions. If you see an invalid charge, contact the Business Office at x 4376.
- **Original** invoices or receipts must be attached**, in order**, to the transaction listing and monthly statement summary. The transaction listing must be approved by your supervisor before submitting to the Business Office.
- Submit your monthly statement summary, the reviewed and supervisor approved transaction listing, and **original** invoices or receipts to the Business Office as soon as possible, but no later than 30 days after the month end. **Cardholders who do not submit receipts on a timely basis will be subject to loss of card privileges.**
- Improper use of the card and/or non compliance with all related policies and procedures will result in loss of card privileges and may result in disciplinary action.

Supervisor Responsibilities

- After receiving e-mail notification that the monthly statements are ready, have your employees notify you when they are ready for you to review their transactions.
- For each employee, review all purchases in Wrightexpresscorpcard and indicate your approval by checking the "app" box on the transaction listing.
- Although the Business Office will review receipts, ask your employee to see receipts if additional clarification is needed. Your approval signifies to the Business Office that you agree with the charges and the budget lines to which they should be applied.

Hamilton College

Wright Express MasterCard Application

Organization ID: hamiltongrp

Attn: Accounts Payable, Business Office

EMPLOYEE INFORMATION

First Name | Middle Initial | Last Name

198 College Hill Road

Business Address | Employee ID #

Clinton | NY | 13323

City | State | Zip

(   ) Cell Phone

(   ) Business Phone

Email address | Monthly Credit Limit | Cash Amount (2%, 5% or 10% of credit limit)

Supervisor (Print Name) | Supervisor Email address

COMPANY INFORMATION

Trustees of Hamilton College

Company Name

198 College Hill Road-Business Office

Company Address

Clinton | NY | 13323

City | State | Zip

TAX EXEMPT 111599

Budget Line | Second Line of Embossing

EMPLOYEE / APPROVAL SIGNATURE

I certify that I have read, understand and will comply with Hamilton's Credit Card Policy.

Signature of Applicant / Date

Signature of Supervisor / Date

Signature Business Office Approval / Date

Rev. 8/1/11

Wright Express MasterCard

https://www.wrightexpresscorpcard.com
866-558-5982

Cardholder Instructions

To Apply for a Corporate Credit Card

1. Complete Wright Express MasterCard Application form.
2. Have your supervisor sign and approve the application.
3. Return completed form to the Business Office.

Card Activation

1. Call the number on the card to activate. If you are transferred to a customer service representative and they ask for the address and phone number on the card, the address is 198 College Hill Rd. and the phone number is 315-859-4376.
2. Remove sticker and begin card use.

Internet Access Set Up

1. You will receive two emails, one with your user name and one with your temporary password
2. Go to the website, https://www.wrightexpresscorpcard.com enter user name and password. The organization ID is Hamiltongrp. **(It is not necessary to enter your social security number)**.You will be taken to a screen that asks you to accept terms. Once you accept, you will be prompted to change your temporary password.
3. YOU WILL receive monthly notification by email that your statement is ready. If you need to **edit** who should receive this notification:
   - go to Transaction Maintenance in the upper right corner of the home page
   - click on Statement
   - click the SEARCH button on the left side of the screen
   - click on the envelope icon "email list" on the left side of the row with your name and enter your email address.
   - If you are a supervisor, you can click on the envelope icon "email list", for each one of your employees and add your email address to their card account. You and the cardholder will receive the same email.
4. At the end of the month you will receive an email notification that your statement is ready. Attached to the email will be a statement summary (the first page of the statement) and an excel spreadsheet with a detailed list of transactions for the month.
5. Follow transaction maintenance instructions on page 2.

Contact Erika Mumford at x 4376 for questions or assistance with activating your new card, setting up internet access, and using the on line tools.

Transaction Maintenance

1. Click on the "Manage Transactions" quick link on the right side of the home page or click on Transaction Maintenance---Transaction Management.
2. **Select date range**. You can select by period (enter today, last 7 days, last 30 days, etc.) or by custom date. (enter the date range). The default will be your current statement period.
3. Click Search. Supervisors will have access to their transactions and the transactions of each of their employees. You can search by last name to view only one set of transactions. Select "Last Name" in the search criteria box and click the search button.
4. For each transaction, assign the correct general ledger code. For example: if you purchased office supplies for the Business Office, the general ledger code (budget line) would be 10-6-203001-4101.
   - Click on the magnifying glass to search all available general ledger numbers.
   - A box will pop up. Begin entering the general ledger number in the code box, click "Search" and the numbers in that range will appear.
   - Click on your number and it will populate the general ledger box.
5. Transactions can be split by clicking on the split transaction icon. Click on the split button, enter the number of splits, and click continue. Input split values by amount or percent. Total of splits must equal 100% of original transaction. Click the add button for each split.
6. Under notes, enter a description for the charge. For instance, if your charge was airfare to Chicago to attend a conference or an admissions event, or to visit a donor, you could explain this here.
7. Click the "rev" box. This means that you have reviewed and coded your transactions.
8. Click save. Click the save button often to avoid being logged out.
9. Your supervisor will receive the same email notification at the end of the month when your statement is ready. Your supervisor can review your transactions and confirm that you have entered all required information. By checking the "app" box, he/she confirms that the transactions have been approved.
10. ***After you have reviewed and your supervisor has approved the transactions, print this transaction page and submit with your cover sheet and original receipts*. (see item 11**). To print, click on drop down arrow next to the print icon at the top of the right side of the page. Click on print preview to view and size the page if necessary. Click on print.
11. Within 30 days after the monthly cycle has closed, submit a copy of your statement along with **original receipts** to the Business Office. The statement should include the statement cover sheet and the **approved** transaction sheet(s) (see item 10 above).