

**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. A wallet-size tax exemption card can be obtained from the Business Office. 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 the Business Office at ext. 4306.
- Review all purchases on [WEx corporate card online](#) 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 ext. 4306.
- **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. Supervisors check the “app” box to indicate their approval.
- Submit your monthly statement, transaction listing, and *original invoices or receipts* to the Business office no later than 15 days after the end of the statement cycle.
Please adhere to any internal deadlines within your department for review and approval. Athletic cardholders should continue to submit statements and receipts to Kim Hutchins. **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 and approve all purchases on [WEx corporate card online](#). 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.