

**Occidental College  
Visa Card Program Policy  
August 2011**

**PURPOSE**

The Business Office of Occidental College administers the Occidental College Visa Card Program. The Visa Card is issued by Community Bank and gives direct buying power to authorized employees.

**OVERVIEW**

**ELIGIBILITY**

An employee is eligible for a Visa card when warranted by a business need and with approval from both the employee's Vice President and the College Controller. Only full time employees are eligible to receive a card. Students, contractors, and temporary employees are not eligible. The Visa card is issued based on the College's line of credit. There are no credit checks conducted of applicants.

**LIABILITY AND GENERAL RESPONSIBILITIES**

The Visa card is an institutional-liability credit card. This means that the College pays the cardholder's monthly statement in full directly to Community Bank. The cardholder does not remit payment to the bank, however, the cardholder is responsible for submitting a completed and approved Visa Card Expense Report (which should include a copy of the statement as well as all original receipts) to the Visa Card Program Administrator within fifteen (15) days of receipt of the card statement. Additionally, all cardholders must sign the Visa Card Program Cardholder Agreement. Cardholders are responsible for the security of their card and the transactions made against the card.

**ALLOWABLE USE**

Cardholders must use their Visa cards according to the policies stated herein. Cardholders may use the Visa card for College business transactions only. Partial business and personal transactions are not permitted. Misuse of the Visa card may result in disciplinary action, up to and including termination of employment. The Visa card must be surrendered and use discontinued upon request from the College or Community Bank or upon termination of employment. The Visa card must be used by the approved cardholder only – use by anyone other than the cardholder is prohibited.

**PROGRAM CONTACTS**

Visa Card Program Administrator:  
Nicole Placencia, Business Office Office Manager  
Coons 114 / Mail Stop: M-20  
Phone: (323) 259-2660  
Email: nplacencia@oxy.edu

Community Bank Visa Card Processor:  
1-800-447-3248

**VISA CARD BILLING ADDRESS**

The Visa card is an institutional-liability credit card. Therefore, when asked to provide the billing address, the cardholder must use the College address of 1600 Campus Road, Los Angeles, CA 90041 or the transaction will be rejected.

## **VISA CARD POLICIES AND PROCEDURES**

### **ELIGIBILITY / APPLICATIONS**

An Occidental employee is eligible for a Visa card when warranted by a business need and with approval from both the employee's Vice President and the College Controller. Only full time employees are eligible to receive a card. Students, contractors, and temporary employees are not eligible. The Visa card is issued based on the College's line of credit. There are no credit checks conducted of applicants.

A Visa card program application (Appendix A) must be initiated by the prospective cardholder, who should obtain the necessary approvals and return the completed application to the Visa Card Program Administrator in the Business Office (Coons 114 / Mail Stop: M-20). This application form identifies the individual cardholder's name, their employee ID number, their department, the address where statements should be sent, the purpose for the Visa card and includes supervisor approval (note: the supervisor will be responsible for determining the credit limit that will be requested for the card).

Upon approval by the Controller, the Visa card application form will be processed and submitted to Community Bank. The Visa cards are issued by Community Bank and are delivered to the Visa Card Program Administrator within seven to ten (7-10) business days after submission to the bank. The cardholder will be contacted when the Visa card has arrived. Cardholders are required to review and sign the Cardholder Agreement form (Appendix B) at the time the card is received.

### **CARDHOLDER RESPONSIBILITIES**

Cardholders may use the Visa card for College business transactions only. Partial business and personal transactions are not permitted. The Visa Card Program Administrator will audit the use of the Visa card and report any discrepancies to the Controller with the College taking appropriate action. Additionally, the Visa card is issued pursuant to a contract between the College and Community Bank, and accordingly, a College representative has the authority to access transactions posted to the cardholder's Visa card and/or obtain support documents directly from the vendor/merchant.

Misuse of the Visa card may result in disciplinary action, up to and including termination of employment. The Visa card must be surrendered and use discontinued upon request from the College or Community Bank or upon termination of employment. The Visa card must be used by the approved cardholder only – use by anyone other than the cardholder is prohibited.

### ***LOST OR STOLEN VISA CARDS***

Upon receipt, the back of the Community Bank Visa card should be signed immediately. If the Visa card is lost or stolen, the cardholder must immediately notify Community Bank. Additionally, the cardholder must contact the Visa Card Program Administrator after notifying the bank. The College and the cardholder's department could be held financially liable for transactions if not promptly reported. A new card shall be promptly issued to the cardholder after the reported loss or theft. The replacement card will be sent directly to the Visa Card Program Administrator who will contact the cardholder for pick up. Replacement cards take four (4) business days to arrive. A card that is subsequently found by the cardholder after being reported lost shall be delivered to the Visa Card Program Administrator to be destroyed.

### ***MONTHLY EXPENSE REPORTING REQUIREMENTS***

The Visa card is an institutional-liability credit card. This means that the College pays the cardholder's monthly statement in full directly to Community Bank. The cardholder does not remit payment to the bank, however, the cardholder is responsible for submitting a completed and approved Visa Card Expense Report (Appendix C), which should include a copy of the statement as well as all original receipts, to the Visa Card Program Administrator within fifteen (15) days of receipt of the card statement.

On a monthly basis, the cardholder should: (a) review all statement transactions for accuracy, (b) complete the Visa Card Expense Report for all items purchased and include a copy of the statement as well as original receipts for all purchases, (c) have the completed Visa Card Expense Report reviewed and approved by their supervisor or other authorized approver, and (d) submit the approved Visa Card Expense Report to the Visa Card Program Administrator within fifteen (15) days of receipt of the card statement. Cardholders are encouraged to make a paper or electronic copy of their entire Visa Card Expense Report packet for their records.

In the event that the Visa Card Expense Report packet is not received from a cardholder within fifteen (15) days of receipt, the Visa Card Program Administrator will send a reminder email to the cardholder and will copy the College Controller. In the event that the Visa Card Expense Report packet has not been received within five (5) days of the reminder email, the Visa Card Program Administrator will send an email to the cardholder, the cardholder's supervisor and will copy the College Controller with the expectation that the packet will be received within five (5) days of the final email. Not complying with the Visa card expense reporting requirements jeopardizes the cardholder's ability to continue in the program.

Each Visa card transaction must be supported by a receipt for each purchase regardless of the amount. If the receipt is smaller than an 8 ½ x 11 sheet of paper, it must be taped onto a blank 8 ½ x 11 sheet of paper (more than one receipt can be attached to the sheet of paper). Receipts must be attached in the sequence of the statement. If the cardholder is disputing a charge (or awaiting a credit for a returned item), the cardholder shall make note of the dispute on the statement and include any documentation related to the dispute.

Visa Card Program Expense Report has been designed to ensure that all necessary information is provided by each cardholder for each transaction. The Description of Expense field is where the cardholder describes the type of expense as well as the merchant name for each transaction and it should be as detailed as possible. Each Visa card transaction must be supported by a written business purpose. In the case of overnight travel, please include: the destination, the mode of transportation, the dates of departure and return, and the number of days spent on business in the Type/Description of Expense field as well as a brief description of the trip (such as conference or seminar (please include the name of the conference or seminar), recruiting, etc.) in the business purpose field. Finally, the cardholder should list all attendees for any transaction where a purchase was made (for example a meal) on behalf of individuals other than the cardholder.

**Occidental College Visa Card Program Policy  
Appendix A**

**Occidental College Visa Card Program Application**

Prior to completing this application, please read the Visa Card Program Policy. Cardholder must be a full time employee (this program is not for students, contractors, or temporary employees). Once completed, this application should be returned to the Visa Card Program Administrator in the Business Office.

**Section to be completed by Employee**

\_\_\_\_\_  
Employee Name (as it will appear on the Community Bank Visa Card)

\_\_\_\_\_  
Statement Address (campus address where the monthly statements will be sent)

\_\_\_\_\_  
Employee ID Number Employee Extension

\_\_\_\_\_  
Employee Department Employee Supervisor Name

Please describe the purpose(s) for which you will use the Visa Card:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Employee Signature Date

**Section to be completed by Employee's Vice President**

\_\_\_\_\_  
Vice President Name Credit Limit Requested\*

\_\_\_\_\_  
Vice President Signature Date

\*Purpose(s) for credit limit exceeding \$1,500.00:

\_\_\_\_\_  
\_\_\_\_\_

**Section to be completed by Program Administrator**

\_\_\_\_\_  
Program Administrator Signature Date

\_\_\_\_\_  
Controller Signature Date

\_\_\_\_\_  
Visa Card Agreement Received (Date) Card Received by Employee (Date)

**Occidental College Visa Card Program Policy  
Appendix B**

**Occidental College Visa Card Program Cardholder Agreement**

I, \_\_\_\_\_, agree to comply with the following terms and conditions regarding the Occidental College Visa Card issued through Community Bank.

I understand that the College is liable to Community Bank for all charges made to the card. I further understand that the College will pay the card's annual dues and may cancel this program at any time.

I agree to comply with the terms and conditions of (a) this cardholder agreement, (b) the Occidental College Visa Card Program Policy, (c) the Community Bank cardholder agreement (provided with the Community Bank Visa Card), and (d) all College expenditure policies.

\_\_\_\_\_  
Initial I agree to use the card for business purchases only and agree not to charge personal purchases. I understand that the Visa Card Program Administrator will audit the use of this card and report any discrepancies to the Controller with the College taking appropriate action. I further understand that this card is issued pursuant to a contract between the College and Community Bank, and accordingly, a College representative has the authority to access transactions posted to my card and/or to obtain support documents directly from a vendor.

\_\_\_\_\_  
Initial I confirm that I have been given a copy of the Occidental College Visa Card Program Policy and am fully aware of my cardholder responsibilities. I agree that on a monthly basis, I will (a) review all statement transactions for accuracy, (b) complete the Visa Card Expense Report for all items purchased and include original receipts for all purchases, (c) have the completed Visa Card Expense Report reviewed and approved by my supervisor or other authorized approver, and (d) submit the approved Visa Card Expense Report to the Visa Card Program Administrator within fifteen (15) days of receipt of the card statement.

I understand that improper use of the card may result in disciplinary action, up to and including termination of employment. Should I fail to use this card properly, I understand that I will be held liable for the amount equal to the total of the improper purchase(s).

I agree to return the card immediately upon request or upon termination of employment.

I agree to notify the Visa Card Program Administrator and Community Bank immediately if my card is lost or stolen.

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Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

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Employee ID Number \_\_\_\_\_ Employee Extension \_\_\_\_\_ Employee Department \_\_\_\_\_

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Program Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

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Controller Signature \_\_\_\_\_ Date \_\_\_\_\_

**Occidental College Visa Card Program Policy  
Appendix C**

**OCCIDENTAL COLLEGE  
Visa Card Program  
Expense Report**

Name: \_\_\_\_\_ Oxy ID #: \_\_\_\_\_

Department: \_\_\_\_\_ Phone: \_\_\_\_\_

Visa Card Statement Date: \_\_\_\_\_ Visa Card Statement Total: \_\_\_\_\_

Date	Description of Expense	Business Purpose of Expense	Attendee(s)	Amount		
<b>Fund</b>	<b>Orgn</b>	<b>Acct</b>	<b>Amount</b>	<b>Approval</b>	<b>Total Amount of Expenses</b>	-
					Return the completed and approved form along with a copy of the monthly statement and the original receipts for all purchases to the Visa Card Program Administrator in the Business Office (Coons 114 / M-20)	
Remarks:						

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_