

SCHOOLCRAFT COLLEGE

18600 Haggerty Road, Livonia, Michigan 48152-2696

CREDIT CARDS AND PURCHASING CARDS

All applications for credit cards and purchasing cards issued in the name of Schoolcraft College will be made by Finance and Business Services.

No individual is authorized to solicit or obtain a credit card in the name of the College. The procedure below will be used to issue credit cards.

1. All requests for credit/purchasing cards to be issued in the name of the College will be made in writing to the Director of Payroll & Accounts Payable. Such requests will be specific in describing the need for a credit/purchasing card. This rationale should cover the general conditions when the card will be used and what functions it will support. All such requests will be reviewed and approved by the Director of Payroll & Accounts Payable.
2. Records relating to the assignment of credit and purchasing cards will be maintained by Finance and Business Services.
3. Credit cards issued in the name of the College will be categorized as follows:

- a. Purchase Cards

Purchase cards may be issued in the name of the College and assigned to staff requiring this type of credit card. The use of this type of credit card is subject to review by the Director of Payroll & Accounts Payable. While these cards are "general" in nature, the authorized use is limited to specified, legitimate charges against the College. Payment of the credit card bill must be approved by the staff member's Department Director or Supervisor and, if over \$5,000.00, the Executive supervisor and/or the Director of Payroll & Accounts Payable.

4. It is recommended that all College employees who travel for business purposes obtain a Purchase card through Finance and Business Services. If the card will be used mainly for departmental purchases, a department card should be issued. For more detailed information about the College Purchase Card Program, see the [Fifth Third Purchase Card Instructions](#).

December 5, 1994

July 29, 1996

February 5, 2002

May 3, 2005

June 18, 2013

September 19, 2017

Reviewed—VP and CFO

August 1, 2019

Reviewed—HR & Risk Mgmt

June 21, 2022

Reviewed -CFO11/28/23