



ASSOCIATED STUDENTS INC  
SF STATE UNIVERSITY

## Credit Card Policy

### Policy 307

Approved: 05/06/2004

## Associated Students Credit Card Policy

### 1. Name

This document shall be called the Associated Students Credit Card Policy.

### 2. Purpose

This Credit Card policy is a set of guidelines for the use of credit cards within the Associated Students.

### 3. Authority of Amendment

This policy may be amended by a majority vote of the A.S. Board of Directors (BOD).

### 4. Guidelines

#### A. Issuance of A.S. Credit Card

1. The A.S. Board of Directors authorizes the Associate Executive Director and the Human Resource Director each to receive a commercial credit card to be used for official A.S. business related expenses as set in this policy.

#### B. Allowable Use of the A.S. Credit Card

The A.S. credit card shall only be used for the following expenditures:

##### 1. Travel Expenditure

The A.S. credit card may be used for official business related travel expenses of the Associated Students; for example, to purchase airline tickets, to secure lodging accommodations for the traveler, and to pre-pay conference registrations.

##### 2. Purchase of Supplies and Services

The A.S. credit card may be used for the purchase of supplies and services only when that purchase is directly related to the business needs of the Associated Students and when a vendor refuses to accept a purchase order or if the A.S. Business Office determines that

processing a purchase order is not cost effective for low dollar value goods (less than \$200 including tax and shipping cost).

3. Purchase of Equipment and Furniture

The A.S. credit card may be used for the purchase of equipment and furniture only when that purchase is directly related to the business needs of the Associated Students and when a vendor refuses to accept a purchase order.

4. Emergency Purchases

The A.S. credit card may be used for emergency purchases when the items or services are required by an emergency situation and where time is of the essence. An emergency is defined as a situation involving public health, public safety, or cases where immediate expenditure is necessary for repairs to A.S. property to protect against further loss or damage, to prevent or minimize serious disruption in A.S. services.

Failure to allow adequate lead time does not constitute an emergency.

C. Limits on the Use of Credit Card

1. No single credit card transaction may exceed \$1,000 for purchases of supplies and services including tax and shipping cost. No single credit card transaction for travel related expenses, equipment or furniture may exceed \$3,000 including tax and shipping cost.

D. Limit on Outstanding Credit Card Balance

1. Credit card balances may not exceed \$5,000 at any point in time.

E. Documenting Credit Card Purchases

1. Credit Card purchases must be supported by appropriate documentation such as itemized original receipts or invoices or other documentation as required by the Associated Students Business Office to support and justify the credit card purchase.

F. Use of Personal Credit Card for Reimbursement

1. Personal credit cards may not be used to purchase A.S. business related expenses.  
If an individual makes a purchase using their own personal credit card, it is considered the sole responsibility of the individual for payment to the credit card company.

2. Exception

In certain circumstances, an individual may find it necessary to use their own personal credit card; for example, when the individual may be traveling on official A.S. business and Associated Students failed to pay for their lodging accommodations in advance. The Executive Director shall evaluate the situations on a case-by-case basis and may authorize the individual to use their own personal credit card. In no case will membership or other fees for a personal credit card be reimbursed.

Approved by A.S. Board of Directors on May 6, 2004