

**UNIVERSITY OF HOUSTON SYSTEM
ADMINISTRATIVE MEMORANDUM**

SECTION: Fiscal Affairs

NUMBER: 03.A.04

AREA: General

SUBJECT: University Credit Cards

1. PURPOSE

This document prescribes procedures for the reimbursement of expenditures made by employees of the System who incur expenses, on behalf of the System, on credit cards issued through the component universities.

2. PROCEDURES

- 2.1. Employees of the System may obtain and use credit cards authorized in this policy for university business purposes within the guidelines set by their component university.
- 2.2. Any charges incurred on a personal credit card by the employee are the responsibility of the employee, and not of the System. The employee is responsible for payment to the credit card company within the period allowed.
- 2.3. Instances in which the component university will pay directly for credit card charges include:
 - a. Travel credit cards issued to a component university, department, or employee, which are used for business-related travel expenses within the guidelines defined by each component university.
 - b. Credit cards issued to faculty and staff members who are assigned component university vehicles. Such cards may be used only to charge fuel and services for a vehicle owned or leased by the component university, and the employee issued the cards will be the only authorized signatory.
 - c. Executive corporate credit cards that may be issued to the chancellor, vice chancellors, presidents, and athletic directors to procure both authorized university business expenses and/or authorized travel expenses. All expenditures must be charged to local (not state appropriated) funds.
 - d. Procurement cards issued to faculty and staff to procure authorized, business-related expenses within the limits defined by each component university.

- 2.4. Upon submission of proper documentation, the employee shall be reimbursed by the appropriate component university for expenses incurred on behalf of the component university or while on official business. Personal charges will not be reimbursed.
- 2.5. Other than as provided in Section 2.3 of this document, component universities shall not make direct payment, on behalf of the employee, to the credit card company.

3. REVIEW AND RESPONSIBILITIES

Responsible Party: Associate Vice Chancellor for Finance

Review: Every three years on or before September 1

4. APPROVAL

Approved: Carl P. Carlucci
~~Executive-Interim~~ Vice Chancellor for Administration and Finance

Renu Khator
 Chancellor

Date: December 1, 2010

REVISION LOG

<u>Revision Number</u>	<u>Approval Date</u>	<u>Description of Changes</u>
<u>1</u>	<u>09/04/1990</u>	<u>Initial edition</u>
<u>2</u>	<u>12/14/1990</u>	<u>Added Section 2.3.c on telephone charge cards. Added "Telephone Charge Cards" to Section 5, Indexing Terms</u>
<u>3</u>	<u>12/07/2001</u>	<u>Added new SAM template to reflect current operating requirements. Revised Section 1. Added Section 2.3.d on procurement cards for authorized business-related expenses. Added component university's Chief Financial Officer to Section 2.6. Revised responsible party from Vice Chancellor for Administration and Finance to Associate Vice Chancellor for Finance. Changed review period from annually on or before June 1st to every three years on or before June 1st. Added Vice Chancellor for Administration and Finance to Section 4 approval process</u>

<u>Revision Number</u>	<u>Approval Date</u>	<u>Description of Changes</u>
<u>4</u>	<u>01/13/2010</u>	<u>Added new SAM template to reflect current operating requirements. Simplified guidelines for Section 2.2 on personal credit cards. Removed Corporate Travel System Accounts through System Travel Management from Section 2.3.a. Changed requests from Vice Chancellor for Administration and Finance to Chief Financial Officer in Section 2.4. Changed review period from every three years on or before June 1st to every three years or or before March 1st. Removed Section 5, Indexing Terms</u>
<u>5</u>	<u>12/01/2010</u>	<u>Added new SAM template to reflect current operating requirements. Added Section 2.3.c on Executive Corporate Credit Cards. Removed information on Telephone Charge Cards in Section 2.3.c. Removed Section 2.4</u>
<u>6</u>	<u>TBD</u>	<u>Added new Revision Log.</u>