

**UNIVERSITY OF HOUSTON SYSTEM
ADMINISTRATIVE MEMORANDUM**

SECTION: Fiscal Affairs

NUMBER: 03.A.04

AREA: General

SUBJECT: University Credit Cards

1. PURPOSE

This document contains policies regarding 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.
 - c. Procurement cards issued to faculty and staff to procure authorized, business-related expenses within the limits defined by each component university.
- 2.4. University credit cards must not be used to pay for personal expenses.
- 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: Senior Associate Vice Chancellor for Finance

Review: Every three years on or before September 1

4. APPROVAL

Approved: Jim McShan
Senior Vice Chancellor for Administration and Finance

Renu Khator
Chancellor

Date: July 20, 2018

REVISION LOG

Revision Number	Approval Date	Description of Changes
1	09/04/1990	Initial edition
2	12/14/1990	Added Section 2.3.c on telephone charge cards. Removed Business Travel, and added Telephone Charge Cards to Section 5
3	12/07/2001	Applied revised SAM template to meet current documentation standards. Added Section 2.3.d on procurement cards. Added university's Chief Financial Officer to prior approval cycle in Section 2.6. Changed responsible party to Associate Vice Chancellor for Finance. Changed review period from annually on or before June 1 to every three years on or before June 1. Added Vice Chancellor for Administration and Finance to approval process.
4	01/13/2010	Applied revised SAM template to meet current documentation standards. Revised verbiage in Section 2.1 to emphasize university business. Removed information on Athletics from Section 2.2. Simplified Section 2.3.a on travel credit cards. Removed Vice Chancellor for Administration and Finance to prior approval cycle in Section 2.6; and removed requirement for approval in writing. Changed review period from every three years on or before June 1 to every three years on or before March 1. Removed Section 5, Indexing Terms

Revision Number	Approval Date	Description of Changes
5	12/01/2010	Applied revised SAM template to meet current documentation standards. Added executive corporate travel cards to Section 2.3.c, and removed telephone charge cards. Removed Section 2.4 on exception requests, and removed exception approval from Section 2.5. Changed review period from every three years on or before March 1 to every three years, on or before September 1
6	07/20/2018	Added new Revision Log. Removed information in Section 2.3.b about the employee issued the card being the only authorized signatory. Removed Section 2.3.c on executive corporate credit cards. Removed all information in Section 2.4 except university credit cards must not be used to pay for personal expenses