

## Earlham Credit Cardholder Agreement

Cardholder's Name:

Date card issued:

Initial Credit Limit:

### Program Objectives

Earlham issues credit cards to qualified employees to cover travel and purchases for Earlham business. The credit card program benefits the college by reducing overall processing costs and by generating cash rebates based on volume. Employees are encouraged to use their Earlham credit card to pay business expenses whenever possible to maximize our rebate income.

### Credit Limits

Credit cards are issued and credit limits are set at the discretion of the budget manager and the controller. Credit limits may be changed at budget manager's request and with the approval of the controller.

### Control of Card

All cards are issued to one employee only and not to departments or offices. The cardholder must keep the card in their possession or securely locked up at all times. Cardholders may not let other employees use their credit card or account number, even for legitimate college business. Employees without cards who need one may complete a Credit Card Request form, found here: <https://earlham.edu/accounting-office/> and turn it in to their supervisor.

**(Scroll down to Accounting Forms and select *For faculty and staff.*)**

### Business Expenses

Earlham credit cards are to be used for Earlham business expenses only. Personal expenses are not permitted. *If a personal expense is accidentally charged to the Earlham card, the employee should reimburse Earlham within 10 days of discovering the error. Recurring personal charges may be grounds for having the Earlham credit card terminated.*

### Sales Tax Exemption

As a not-for-profit entity, Earlham is exempt from sales tax in the state of Indiana and several other states. Earlham's Indiana sales tax exemption number is printed on each card below the cardholder's name. Please use your best efforts to have merchants process all sales as tax-exempt sales. Note that Earlham is not exempt from taxes on meals or lodging in the state of Indiana.

### Monthly Reports and Receipts

Cardholders are responsible for reviewing and approving their transactions on-line at least monthly, coding the expenses with the proper account, noting the business purpose of the expenditure, and preparing a monthly credit card activity report for submission to their supervisor.

*Cardholders are required to keep receipts for each transaction to attach to the monthly report.*

- For internet purchases, print a confirmation (*preferably print to pdf and save*)
- For restaurant meals, **keep and submit both the detailed meal ticket and the summary with a tip**
  - **Please note how many people partook in meals as well**
- If a receipt is lost, complete a Lost Receipt form, found here: <http://www.earlham.edu/accounting-office/>
- No receipts are necessary for monthly recurring charges of a fixed amount, such as subscriptions.

**Consequences for Late Reporting**

Those who are late in turning in their credit card reports will be notified on a weekly to bi-weekly basis. Cardholders **who have not turned in their report after three (3) months will have their current card terminated** and receive an email detailing this. If they would like to use a credit card again, they will need to turn in a new Credit Card Request Form and sign a new Credit Cardholder Agreement. If reports three (3) months or older are not dealt with, all transactions will be charged to a single default budget code as part of the reconciliation process. It will then be the cardholder’s responsibility to report to their supervisor the correct budget codes to be charged, and the supervisor will have to request manual correcting entries be made by the accounting office. In other words, late reporting causes extra work for many people and should be avoided at all costs.

**Lost, Stolen, or Compromised Cards**

Cardholders who lose their card or believe it has been stolen or compromised should immediately call the credit card company at 800-344-5696, the number found on the back of all cards. The card will be cancelled and a new one will be issued to the cardholder by the credit card company. Then alert one of Earlham’s credit card program administrators by phone or e-mail.

The credit card company will contact cardholders directly if they detect suspicious activity on an account. This happens more and more frequently, so don’t be alarmed if it happens to you. Simply confirm with the card company whether or not the transaction in question is legitimate. If it is not, they will cancel the account and issue a new card.

If there are unauthorized charges reflected on an on-line activity report, the cardholder is responsible for reporting these disputed charges to the credit card company by calling the number on the back of the card. Disputed charges must be reported promptly or Earlham will be obligated to pay them.

**Termination of Employment**

Cardholders agree to surrender and cease use of their card upon termination of employment, whether for retirement, voluntary separation, dismissal, or conclusion of a college program.

**Questions**

Any questions about using the Earlham credit card or preparing the monthly credit card report may be directed to one of the Program Administrators:

Carrie Ervin, Controller	<a href="mailto:ervinca@earlham.edu">ervinca@earlham.edu</a>	765-983-1758
Natalie Hart, Acct. Assistant	<a href="mailto:hartna@earlham.edu">hartna@earlham.edu</a>	765-983-1627

The undersigned Earlham credit cardholder has read the above agreement and agrees to be bound by its terms and conditions. Furthermore, the cardholder acknowledges that a failure to comply with this agreement may result in revocation of the card and appropriate disciplinary action.

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*Cardholder’s signature*

*Date*