

# Division of Student Affairs

## FAU Credit Card Procedure

Effective date: January 1, 2024

### I. Background:

The Division of Student Affairs complies with the University Credit Card User Guidelines & Manual, Effective November 2023

<https://www.fau.edu/procurement/files/purchasingcard/manual.pdf>

### II. Purpose:

The purpose of this procedure is to ensure departments and employees with University credit cards comply with the University Credit Card User & Manual

### III. Procedure:

- **Requesting a University Credit Card**

Deans, Directors, and Department Heads request University credit cards for specified employees with their respective Cost Center Managers. The Cost Center Managers submit a Workday request using the following navigation which routes for supervisory approval and to Procurement. More information on the FAU Credit Card Program may be found on the Procurement website at:

<https://www.fau.edu/procurement/purchasingcard/>.

## 1. In Workday - Search for Create Request

The screenshot displays the Workday search interface. At the top left is the Workday logo (a 'W' with a curved line above it). At the top right is a search bar containing the text 'create request'. Below the search bar, the heading 'Search Results' is followed by '11 items'. On the left side, there is a 'Categories' list with items: Common, Assets, Banking and Settlement, Budgets, Drive, and Endowments. On the right side, under 'Search Results', there is a list of items: 'Tasks and Reports', 'Create Request', 'Create Supplier Invoice Request', and 'Create Supplier Request'. Below this, a larger screenshot shows a 'Create Request' modal window. Inside this modal, there is a 'Request Type' dropdown menu that is open, showing a search bar and a list of request types. The 'Purchase Card Request Form' is highlighted in yellow in the list. Other items in the list include 'New Strategic Initiatives and Renovations and Remodeling Projects Request', 'OD Disability Accommodation Request (SAC)', 'Outside Activity Report (Activity to Report)', 'Outside Activity Report (No Activity to Report)', 'Payroll-Absence Threshold', 'Revoke Scanner Assignment Form', 'Revoke Scanner Return Form', 'Sick Leave Pool Form', and 'Update In-Auxiliary Care and Chargeback Request Form'.

The Cost Center Managers are the point persons for all FAU Credit card requests. All employees requesting a University credit card must attend online training. FAU credit cards are to be used only for Business Purposes.

- **Expense Reports**

Once the University credit card is issued to the employee, the employee is required to process expense report transactions with itemized receipts for reconciliation on a timely basis **not to exceed 30 days** for complete Workday processing and approvals. It is preferred that expense reports are completed by the employee in Workday **as soon as possible** after the credit card charges are posted to Workday. Detailed instructions for preparing an Expense Report may be found in Workday by searching under the Library of Workday Job Aids.

Workday sends a reminder to the employees to complete and submit the expense report in a timely manner. The expense reports are reviewed and

approved by the employee's Supervisor and Cost Center Manager in accordance with the deadlines stipulated in the University Credit Card User & Manual.

- **Spend Authorizations for Travel**

All travel on University business must have an approved **Spend Authorization in advance of the travel**. Pursuant to the University Credit Card User Guidelines & Manual, "a Spend Authorization (SA) is an estimate of all travel and must be submitted in Workday and fully approved before making commitments to travel or incurring expenses for traveling. The SA should be reviewed and approved at the department level by the employee's supervisor and area Cost Center Manager."

Expense reports for Travel must also reference the original Workday SA number for audit purposes. The Conference Agenda must be attached to the SA and the expense reports.

#### **Authorized Expenses**

- Airfare (economy/coach)
- Hotel Registration Fees
- Rental Cars
- Business Related Phone Calls/Internet access/Fax
- Service Tolls
- Parking
- Taxis/Uber/Lyft tips including tips not exceeding 20% of the fare
- Fuel – rental car, University Fleet Vehicles or department owned/leased vehicles not issued to an individual. FAU Vehicles only.
- Emergency car repairs – FAU vehicles only

#### **Unauthorized Expenses**

- Business-related airfare combined with personal airfare.
- First class and business class travel
- Gasoline for personal vehicle usage
- Personal items
- Travel-related expenditures for third parties (excluding airfare, hotel charges, tax, and registration fees)

- Personal phone calls
- Car repairs for non-FAU vehicles or non-emergency for FAU owned.
- Movies
- Alcohol
- Room service/Mini Bar Items
- Taxis/Uber/Lyft tips more than 20% of the fare.

In general, hotels/lodging should not be paid for by personal credit card. The traveler should have the appropriate area supervisor book the hotel/lodging on their FAU Credit Card as discussed in the University Card User Guidelines & Manual.

If any employee purchases unauthorized expenses, the employee must reimburse the University via [https://epay.fau.edu/C20081\\_ustores/web/store\\_main.jsp?STOREID=116](https://epay.fau.edu/C20081_ustores/web/store_main.jsp?STOREID=116) and attach copies of the payment receipt(s) to the Expense Report before submitting for approval in Workday.

- **Florida Sales Tax**

The cardholder is required to provide the merchant, prior to the purchase of goods or services, the FAU Sales tax exemption number on the front of the FAU Credit Card. It is the responsibility of the cardholder to ensure that the business does not charge Florida sales tax. If Florida sales tax is inadvertently charged, the cardholder is responsible for contacting the merchant to request a refund of Florida sales tax. These receipts must be attached to the Workday Expense Report for audit purposes.

- **Spending Limits (No Purchase Splits)**

Employee cardholders must adhere to their predetermined spending limits as authorized by their Department Head and VPSA. Non-travel purchases shall not exceed \$5,000. Employees shall not split purchases into multiple transactions to circumvent the University's spending limits as outlined in the Florida State Expenditures Guide <https://www.myfloridacfo.com/docs-sf/accounting-and-auditing-libraries/state-agencies/reference-guide-for-state-expenditures.pdf> and the University Credit Card User Guidelines & Manual <https://www.fau.edu/procurement/files/purchasingcard/manual.pdf>

Department Deans and Directors will remind their employees periodically of this requirement.

- **Credit Card Security**

The employee is responsible for the security of their FAU credit card. The FAU credit card must be limited to the employee whose name appears on the credit card and cannot be loaned to another employee. All precautions must be observed to maintain confidentiality of the FAU credit card. This includes the cardholder account number, expiration date, and CVV numbers (Security Code on the back of the credit card). Cardholders should not write down or email the credit card number. If the FAU credit card is lost or stolen, the cardholder shall **immediately notify the University Card Administrator at [pcard@fau.edu](mailto:pcard@fau.edu)**. Also, the cardholder shall copy the area department supervisor, Cost Center Manager, and Assistant Director, VPSA Operations & Administration. FAU credit cards not used for **12-months or more** will be closed pursuant to the University Credit Card User Guidelines and Manual.

- **Credit Card Cancellation**

The Credit Card Administrator for Procurement must be notified by the Dean, Director, and Department Head when an FAU credit cardholder changes departments within the University or terminates employment within the University, or when the employee no longer requires an FAU credit card. The VPSA's Office will coordinate with the employee's Dean, Director, and Department Head to ensure compliance. The physical FAU credit card shall be provided to the Assistant Director, VPSA Operations & Administration, logged into the VP drive by name only, and shredded.

The Dean, Director, and Department Head will ensure that cardholders reconcile all outstanding credit card transactions by obtaining all required receipts and review with the appropriate Approver prior to the employee cardholder's termination or transfer.

- **Shipping**

Merchandise must be shipped to the FAU/department. Merchandise is not allowed to be shipped to the cardholder's residence.

- **Fiscal Year- End**

At the end of each fiscal year, the University will cut off FAU Credit Card purchases in the middle of June. Financial Affairs will notify the University via the Fiscal Year-End Deadlines (Summary of Finance Dates) published on the FAU Procurement website.

- **Audit & Compliance**

- The SA Director of Audit and Compliance runs Workday Report **RPT Request Terminated Student Affairs Employees Includes Card Account Status** on a bi-weekly basis to ensure FAU credit cards for Student Affairs terminated employees are deactivated in Workday. This report is provided to the VPSA for review.
- The SA Director of Audit and Compliance runs Workday Report **FAU FIN Alert pCard Notification** on a biweekly basis for VPSA review. The VPSA will send an email notice to employees as a reminder to file their expense reports and copy the area Deans and Directors.
- The HR Partner runs Workday report **Find FAU Pcard holders** on a bi-weekly basis for the VPSA and SA Director of Audit and compliance for review.
- The VPSA will periodically remind Deans and Directors at the monthly meetings of the importance of following this procedure.
- The VPSA Office works closely with the Inspector General's Office to ensure compliance to FAU credit card audits.