



Applying for a District Credit Card for Faculty and Staff

Purpose & Scope

The purposes of using District Credit Cards include:

- The District issues credit cards to employees whenever there is sufficient benefit to the District.
- Reducing net processing costs, especially for small dollar transactions, while streamlining and maintaining accounting and reporting controls.
- Supporting vendors and improving relations for vendors preferring credit card payment.
- In order to expedite the purchase and accounting of low cost and frequently needed items.

Provisions and Definitions

- This procedure is applicable to all employees of Santa Barbara City College who receive a District Credit Card. District Credit Cards are issued to designated employees at the discretion of management and can be revoked at any time for any reason. The card will be revoked for the following reasons:
 - The card is used for personal or unauthorized purposes.
 - The card is used to purchase alcoholic beverages or any substance, material, or service which violates policy, law, or regulation pertaining to the District.
 - The cardholder splits a purchase to circumvent a purchase limit assigned to the card.
 - The cardholder uses another cardholder's card to circumvent a purchase limit assigned to either cardholder.
 - The cardholder accepts a personal gratuity from a vendor.
 - The cardholder fails to provide the approving official with information about any specific purchase.
 - The cardholder fails to provide documentation confirming that charges are approved by the 10th of the month following the close of the billing cycle more than one time in any 12 month period. The first instance will result in a 60 day suspension of all card privileges. The card will be revoked if the statement is late another time in a twelve month period.
 - The cardholder fails to provide accounting with the complete account information necessary to record a purchase appropriately. The complete account information consists of a Fund Code, an Organization Code, an Account Code, and a Program Code; an Activity and or Location Code may also be required
 - The cardholder does not adhere to any of the procurement card policy and procedures
- It is the responsibility of both the employee and the employee's manager to ensure compliance with all procedures. Expense Statements will be audited by the Finance department internal auditors, and may be subject to examination by outside auditors
- The credit card is the property of the bank, and it may at any time revoke card privileges under the provisions of its policies and procedures.

DISTRICT CREDIT CARD PROCEDURES

DUE DATES

Statements are due in Accounting by the 10th of the month. The statement you receive will say “MEMO STATEMENT ONLY” DO NOT REMIT PAYMENT, in the upper right-hand corner. The credit card cycle closes on the last day of each month, with the fully approved Concur Expense Report due to Fiscal Services by the 10th of the following month.

Please submit your Travel & Conference and Expense Reports in Concur by the 8th of the month to ensure that they can be routed to the appropriate Budget Owners for approval on time. If you are not going to be available to process your statement, you must make arrangements for it to be submitted to Accounting in a timely manner through *Delegate* assignments. This is especially important at the end of a quarter and fiscal year (September, December, March, and June) when quarterly reports are due to the Board of Trustees. We are aware that many District Cardholders are not on campus during school breaks. If you are not going to be able to process your credit card statement, you are still responsible for meeting the District deadlines and ensuring your Concur statement is fully processed. If you are late one time in a 12-month period, your card will be suspended for two months. If you are late another time, the card will be permanently revoked.

RECEIPTS

Receipt Images are to be attached to your expense report for each of the charges. For meals, you must tender the itemized meal receipt, not just the credit card signature slip. If you have lost or did not receive a receipt, you must fill out a “*Missing Receipts*” form. However, this form is meant to be used for the occasional occurrence of a lost receipt. Repeated use of the form will jeopardize your right to hold a District Card.

Prohibited expenses include cash advances, consultants, personal services, personal (non-SBCC related) expenses, capital outlay purchases (such as computer equipment, and alcohol (including on meal reimbursements)). Such purchases must be repaid to the college and are grounds for corrective action up to and including permanent card suspension and termination.

ACCOUNT NUMBERS FOR EACH CHARGE LISTED

Each charge needs a full account number for the expense, including the Fund, Org/Cost Center, Account, and Program. Some expenses also have an Activity number.

Example Account Number: 12245 4074 431000 601000

- **Fund:** A four- or five-digit number (ex. 12245) that references the fund whereby the money is coming out to cover the expense.

It is the funding source, such as UGF-Unrestricted General Fund 11000, or Student Equity and Achievement Grant Fund 12252.

- **Org/Cost Center**: A four-digit number that references the Cost Center to which the expense is being attributed (ex. 4074).
 - It is the Department code.
- **Account**: A six-digit number that references specific items such as payroll, instructional supplies, travel/conference, etc. (ex. 431000).

Common accounts are: Instructional Supplies 431000; Non-Instructional Supplies 451000; Printing/Duplicating 4312000; Travel/Conference 522000; Meeting Expense 528000; Membership 531000; Other Contracts 5662000; Postage 584000; Advertising/Marketing 585000; Campus Events 585005. (For IT only: Computer Equip 644861; Instructional Computer Equip 644896)

- **Program**: A six-digit number that references specific programs (601000).
- **Activity**: Not all Budget Codes use an Activity Number; use only when provided.

Approvals

Each expense report needs multiple approvals. The Expense Report is not considered complete until all of the receipts and approvals have been obtained. Accounting cannot post any of the credit card expenses until we have account numbers for each charge on the master bill. In these times of budget constraints, many people are keeping a close eye on their expenses and available budget.

LOST OR STOLEN CARDS/FRAUDULENT CHARGES

If you discover that your card has been used fraudulently or if your card is lost or stolen, you will need to contact Customer Service at 800-344-5696. The Cardholder must make this call. USBank (the credit card provider) will not allow anyone except the Cardholder to report fraudulent charges or to make changes to the name (in case of a name change). Note: The card is not tied to your personal Social Security number; it is connected to your Employee ID (K#), so have that on hand when calling the bank, and replace the K with a "0" when providing your K#. (Example: K01234567 converts to 001234567 when calling the USBank to reference your account)

SBCC has a dedicated phone number tied to all credit cards. The number that is associated with the credit card is: **805-730-8775**. If you are calling the USBank for issues with your card, you will need this phone number.

Note: If you are traveling on SBCC business, particularly internationally, it is your responsibility to notify the bank prior to travel to avoid a false fraud hold on your card.

DISTRICT CREDIT CARD USE AGREEMENT

District Credit Cards are a privilege. We thank you for your diligence in adhering to these procedures, as it facilitates the ongoing accessibility of this privilege. Failure to meet the provisions set forth in the Use Agreement will result in your credit card being revoked. Retain this document for your reference.