

Gavilan College Credit Card Guidelines

Gavilan College credit cards should be used on a limited basis and adhere to the following guidelines:

1. Gavilan credit cards are approved by Cabinet. Employees wishing to obtain a credit card or change the limit on their existing card should submit a proposal (see attached ***Credit Card Change Form***) to their Vice President for review by Cabinet.
2. They are to be used on a limited basis and are not intended as a way to bypass the Purchase Order process.
3. Credit cards cannot be used for the following purchases:
 - Fixed assets (furniture, equipment, machinery, etc)
 - Electronic/media (projectors, etc)
 - Computer hardware or software
 - Items such as laptops that are covered by District bid contracts
 - Vendors that require a 1099 (non incorporated)
 - Non-emergency items such as standard office supplies
4. Gavilan credit cards should not be used for on-line purchases.
5. The limit on a credit card purchase is \$500 in total (no splitting of purchases).
6. Although the card can be used to “hold” a hotel room, it cannot be used for any travel and conference expenditures. The room cost should be paid through the standard travel and conference process. A personal credit card should be used at the time of check-in for any miscellaneous room expenses.
7. The credit card can be used for airline travel expense as long as the employee submits both the airline receipt and a completed ***Travel and Conference Form*** (including all other expenses related to the travel such as hotel and conference cost) to the Business Office within five working days of the date of purchase.
8. The credit card should not be used to purchase gasoline. Fuel cost from using an employee’s personal vehicle should always be reimbursed via mileage as required by the IRS code.
9. The only exception to the use of a college credit card for travel/conference expense is when the expenses involve a student field trip:
 - a. A ***Student Field Trip Approval Form*** should be completed prior to the trip. The approved form should then be submitted to the Business Office.
 - b. Only standard room expenses should be charged to the card (no room service, movies, etc.).

- c. Restaurant/food expense for students may be charged to the card, however if the cardholder's (Gavilan employee) food costs are covered by per diem they should not be paid by the college card.

10. The Credit Card cannot be used for cash advances.

11. Original receipts (attached to the Credit Card Purchases Form) are to be submitted to the Business Office within *five* working days from date of purchase.

12. If this process is not followed the use of this privilege will be revoked.

I have read and understand these guidelines.

Name (please print)

Signature

Date