



CREDIT CARD REPORTING & USE

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Credit Card billing period usually closes on/around the 22nd of the month. Credit card report log must be *completed within 30 days of statement*.

CREDIT CARD REPORT LOG PROCESS

Report Submission by DocuSign

1. Obtain credit card statement [online](#).
2. Fill out [credit card report log](#).
3. Gather receipts for each charge and any supporting documentation.
 - a. Scan copies of all physical receipts. Keep original receipts.
 - b. If credit card was used for Travel & Conference costs, a copy of the approved Travel and Conference Form must also be included.
 - c. If you are a missing receipt, a [missing receipt form](#) must be completed and included.
4. Upload all documents to [DocuSign](#) and route for approvals.
 - a. Approval queue should include:
 - i. **Cardholder** signature on credit card statement *and* credit card report indicates charges are correct, and all receipts and support documentation are included.
 - ii. **Supervisor** signature on credit card statement indicates charges are appropriate and adheres to credit card policies, verifies all receipts and support documentation are included.
 - iii. **Financial Analyst** (based on fund assignment) signature on credit card report indicates correct and appropriate account number(s)/account(s) for charges.
 - iv. **Budget Administrator(s)** signature on credit card report indicates approval on expense transfer(s). If multiple accounts are used, each account must have signature from the respective budget administrator.
 - v. Copy/CC **Management Assistant of Administrative Services and Executive Assistant to the Vice Chancellor, Finance and Administration** to receive copy of completed credit card report for tracking submissions.

NOTE: *Vice President of Administrative Services (VPAS) signature approval is no longer needed on credit card report logs. VPAS review for appropriateness of charges and accounts used will occur as part of the Banner approval to transfer the expense to budget accounts.*

5. Once the document has completed approvals through DocuSign:
 - a. Cardholder/Budget Administrator must [initiate an Expense Transfer through Banner SSB](#) to move purchases into the correct accounting code. [Upload supporting documents](#) including approved credit card log and credit card statement.
 - i. If your Expense Transfer includes account number (FOAPs) you do not have access to **or** your Expense Transfer has **over 5** lines, please send it to either Financial Analyst for processing.
 - b. Cardholder must send any original physical receipts to the **Executive Assistant to the Vice Chancellor, Finance and Administration** with a note with cardholder's name.

Original Physical Receipts

DocuSign copies of report and receipt submissions are accepted with the expectation that any original physical receipts are submitted to **Executive Assistant to the Vice Chancellor, Finance and Administration**. Original receipts should be in the form it was obtained – scanned copies of receipts are

not original receipts. The request for original receipts pertains only to those receipts that you would receive from in-person purchases (e.g., grocery store, gas station, restaurant).

SUSPENSION OF CREDIT CARD

LATE REPORT SUBMISSION

A credit card report log is due by the 22nd (end of business day). If the 22nd falls on a holiday/weekend, it is due the previous business day.

- If report is not received/sent by day *before* deadline, an email sent from MC Admin Services to Credit Card holder, stating it has not been submitted and reminder deadline is tomorrow end of business day.
- If report is not received by the first day *after* deadline, email from MC Admin Services to Credit Card holder, cc Supervisor, and due end of business day.
- If report not received by second day *after* deadline, email from MC Admin Services to Credit card holder, cc Supervisor and Management, due end of business day.
- If report not received by the third day after deadline, card turned off.

OTHER REASONS CREDIT CARD CAN BE REVOKED

The credit card will be revoked for any one of the following reasons:

- The cardholder fails to provide receipts for items charged to the credit card. Cardholders should make every effort to obtain and turn in receipts monthly. Missing Receipt forms can be used for the *occasional* missing receipt; however, if more than one receipt is missing within the same billing cycle or a missing receipt form is submitted more than four times per fiscal year, the card will be revoked.
- The cardholder fails to submit monthly credit card forms within 30 days.
- The cardholder fails to provide Finance with expense transfer documentation.
- The Cardholder charges food to the general fund without proper authorization or fails to provide the required information.

REQUEST FOR REINSTATEMENT

A request for reinstatement must include a letter providing reason/justification to reinstate, signed by card holder, supervisor, and management. Letter must be sent to Vice President of Administrative Services. If card holder is approved for reinstatement, they must re-sign acknowledgement and understand the credit card procedures, including submission of credit card report log. If report is submitted late again within the first six billing cycles after reinstatement, card will be turned off and ability to reinstate will not be permitted.

ACCESS TO CREDIT CARD ACCOUNT ONLINE

U.S. BANK ACCESS ONLINE REGISTRATION

To begin utilizing U.S. Bank Access Online, you must first register. Access Online self-registration enables you to create your own User ID and Password and is easy to use. To register:

- Go to: <https://access.usbank.com> and click "Register Online"
- When asked to enter your company short name use: **CALCRD**
- Type your 16-digit card account number in the "Account Number" field, without spaces or dashes (e.g., 1234567891234567)

- Select the month and year that your account expires from the “Account Expiration Date Month” drop-down list
- Type your 5-digit billing address zip code in the “Account ZIP/Postal Code” field (**95054**)
- Click “Register This Account”
- The Licensing Agreement page displays for your review; if you agree, click “I Accept” to continue
- User IDs must be 7 to 12 characters in length and can be alpha and/or numeric; user IDs must also be unique so try to think of a distinctive ID (e.g., if your name is John F Smith try the User ID jofsmith3)
- Passwords must be 8 to 20 characters in length, with at least one alpha and one numeric character
- Complete the contact information fields; fields with a red asterisk are required
- Phone and Fax Number fields should not include dashes, hyphens, parenthesis, or spaces in (e.g., 1234567890)
- When you are finished entering **Your Card** click “Continue”
- **CONGRATULATIONS! YOU ARE NOW REGISTERED TO ENTER Access Online.**

NOTE: If any information you entered is not valid, the system will return an error message. You have three attempts to correct the information. If all three attempts fail, the account with incorrect information will be locked out from self-registration. You will need to contact U.S. Bank Customer Service at 1-877-887-9260 to unlock your account.

RECEIVE EMAIL NOTIFICATION OF STATEMENT AVAILABILITY

- Log in to U.S. Bank Access Online.
- On the left-hand side, click on **My Personal Information**.
- Under **Contact Information**, click on the [Email Notification](#) link.
- Now, enter your college email to receive the notifications.
- Next, scroll down to **Account Notifications**, you should see your account number.
- Check the box under Statement, and then click Save.
- You will now receive an email notification when your credit card statement is available to view.

EXPENSE TRANSFERS

The links provided below bring you to resource documents to help you complete your expense transfer(s).

[How to Initiate Expense Transfer](#)

[How to Load Supporting Documents in Banner Document Manager \(BDM\)](#)

[How to View Supporting Documents in Self Service Banner \(SSB\)](#)

CREDIT CARD PRECAUTIONS

Each cardholder shall take reasonable precautions with the credit card. These include, but are not limited to, the following:

- a) Keep the card in view after you give it to a clerk.
- b) Avoid signing a blank receipt. Draw a line through blank spaces above the total when you sign.
- c) Destroy all carbons and void (when a mistake was made) receipts. If the clerk must keep a voided receipt for the store's accounting system, be sure to get a copy.
- d) Save all credit card receipts. Upon receiving your monthly accounting report, check your receipts and payments against the statement.
- e) Immediately report in writing any questionable charges to the Purchasing Officer.
- f) Never lend your card to anyone.

- g) Never leave your card, receipts, or carbons where anyone can pick them up.
- h) Never put a card number on a postcard or on the outside of an envelope.
- i) Never give your card number over the phone unless you are dealing with a company you are sure is legitimate.
- j) Whenever possible use those vendors identified by the purchasing department.

CREDIT CARD PURCHASES

FOOD PURCHASES

For food purchases to be permitted, there must be a clearly defined business purpose. Be prepared to document that food expenditures are reasonable and justifiable if audited.

Prior approval is needed by either the College President, Vice President, or the Vice Chancellor of Administrative Services if food purchases such as meals, snacks, beverages, or similar items are necessary. ALCOHOL EXPENSES ARE NOT ALLOWED.

FOR BUSINESS MEETINGS

Along with their approval, the following must be submitted:

- a) A list of the people attending the meeting, lunch, dinner, or college event
 - i. If open meeting or event, include agenda
 - ii. If closed meeting, include a sign-in sheet
- b) The reason for the meeting/event (include meeting announcement if available)
- c) An itemized receipt of the expenses

If the food being purchased is for a meeting or event, please contact [General Services](#) to determine if it is possible to issue the food vendor a purchase order. Allow sufficient time for the transaction to be processed. Failure to adhere to these procedures will result in suspension or revocation of your credit card.

CONTACTS

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