



SUNY Orange Policy Manual

Policy Number	Policy Title
BP4.15	Credit Card Use

Orange County Community College will provide eligible employees with a credit card to purchase job-related goods and materials and/or for use for authorized College business travel expenses

Administrative responsibility for adherence to the College's credit card policy rests with the Business Office. This department is charged with the responsibility of ensuring that cardholders comply with the policy and related procedures. Procedures address the specific circumstances under which credit cards may be used, including those employees authorized to use them, prior approvals needed, dollar limits, the types of expenditures for which they may be used and the documentation that must be presented to support the claim submitted for audit.

Cardholders must abide by all college policies and procedures. Cardholders will be responsible for reimbursing the College for any charges incurred as a result of misuse, loss or fraud.

The Board of Trustees directs the President to develop such procedures as to fairly implement this policy.

Adopted: Sept. 12, 2018