

Policy 4-15 Rev.  
Date: January 22, 1981

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Subject: **CREDIT CARDS**

I. PURPOSE

To outline the policy and procedures for use of approved credit cards by university personnel while on university business.

II. POLICY

- A. The Purchasing Department has the responsibility for authorizing the issuance of and to account for all credit cards issued to the university or any of its operating units.
- B. The Accounts Payable Department is responsible for making payment of all university obligations incurred through the authorized use of credit cards.
- C. The head of each operating unit to which credit cards have been issued is responsible for controlling the use of such cards in accordance with the policies and procedures set forth herein.

III. PROCEDURES

A. Issuance

1. The Purchasing Department will arrange for a credit card to be issued upon submission of a request by the department chairperson or other head of the operating unit. The request should be made upon the appropriate credit card request and record form (available from the Purchasing Department). See paragraph IV, below.
2. Credit cards issued in the name of the University of Utah may not be obtained from any source other than the Purchasing Department.
3. An individual's personal credit cards are not authorized to list the name and/or address of the university. Billings to the university for purchases made with personal or unauthorized credit cards will be the responsibility of the purchaser.
4. Credit cards will be issued to university operating units only, and will be imprinted "University of Utah - Authorized Rep." A credit card will not be issued in the name of an individual officer or employee of the university, unless the president personally approves the request.

B. Departmental Records

With reference to gasoline and auto rental credit cards issued, using departments have the responsibility to establish and maintain a log in connection with the use of the card. The log shall contain the date and place of use, name of faculty or staff member utilizing the card, the amount charged, and a brief description of the circumstances, including the nature of the university business, that necessitated the use of the card.

#### IV. REQUEST AND RECORD FROM (Sample)

##### **CREDIT CARD REQUEST AND RECORD**

1. Requesting Department:
2. Date of Request:
3. Account to be charged:
4. Cards needed: (gasoline cards, only one per vehicle)

Type (Company or brand name) Number Needed

5. Names of authorized users: (Attach separate page if additional space is required.)
6. Approved: \_\_\_\_\_  
Acct. Supervisor or PI Dept. Head

##### **RECORD:**

<b>Company</b>	<b>Card #</b>	<b>Date Issued</b>	<b>Expires (Use pencil)</b>	<b>Date Surrendered</b>

Approved: Institutional Council 11/10/80