

## **Ithaca College Travel and Purchasing Card Documentation Requirements**

### **CARDHOLDER RECORD KEEPING**

Purchase(s) on the Ithaca College credit card(s) require receipts and supporting documentation be retained as proof of purchase(s). This documentation will be used by the Department Coordinator to verify and post the purchase on-line to the department account(s) that the cardholder has indicated on the receipt. Cardholder will indicate on the receipt the account(s) the purchase will be posted to along with the amount(s) and cardholder's name and departmental phone number. **Ithaca College card holders must provide all receipts and supporting documentation to their Department Coordinator within five (5) days of the purchase.** FAILURE TO SUBMIT THE SUPPORTING RECEIPTS AND OR DOCUMENTATION TO THE DEPARTMENT COORDINATOR MAY RESULT IN THE LOSS OF CREDIT CARD PRIVILEGES.

A cardholder who uses the Ithaca College credit card(s) for unauthorized transactions or is careless with the card will lose their privileges to carry Ithaca College credit card(s) and may be personally liable for the total dollar amount of such expenditures plus any administrative fees charged by the financial institution in connection with the misuse and may be subject to disciplinary action.

**All credit card transactions are subject to periodic audits for compliance with the policies and procedures.**

### **REVIEW OF MONTHLY STATEMENT**

At the end of each billing cycle, the Cardholder shall receive from the bank a monthly statement of account that will list the Cardholder's transactions for that period.

The Cardholder will review each transaction listed on the monthly statement for accuracy within five (5) working days of receipt. The Cardholder will report any errors on the statement to their Department Coordinator. The Department Coordinator in conjunction with the Program Administrator will take the necessary steps to correct these errors.

After reviewing their monthly statement Cardholders must submit the statement to their Department Coordinator. The Department Coordinator must obtain signature/approval from the Cardholder's Supervisor for each monthly statement. The Approving Supervisor's signature/approval of each Cardholders monthly statement indicates that the Cardholder was authorized to make those purchases and they were made in accordance with applicable procedures.

After the Supervisor has approved and returned the monthly statements to the Department Coordinator they will retain these statements for five (5) years for auditing purposes.

### **DEPARTMENTAL COORDINATOR RESPONSIBILITIES**

Departmental Coordinators review and post on-line transactions using the receipts and or documentation submitted to them by their department cardholders within five (5) working days of receiving the open batch e-mail notification.

The Department Coordinator will work with the Program Administrator to obtain any delinquent receipts and/or documentation. The Program Administrator will send a reminder to cardholders that paperwork needs to be submitted to their Departmental Coordinator.

The Department Coordinator will submit their Cardholders monthly statements with the supporting receipts and documentation attached to the appropriate statement to the Cardholder's Supervisor for signature/approval.

It is the responsibility of the Department Coordinator to notify their back up Coordinator when they will need their assistance in updating on-line batches.