

COALITION OF UNIVERSITY EMPLOYEES CREDIT CARD CARDHOLDER AGREEMENT

Introduction

The CUE credit card is a purchase card system benefiting CUE and the cardholder through prompt payment to suppliers and delegates responsibility for low value purchase authority to those making the commitment.

Policy

Credit cards are issued at the discretion of the CUE statewide executive board to current employees who are granted a formal delegation of CUE purchasing authority and current statewide officers who are granted a formal delegation of CUE purchasing authority. Delegation of CUE purchasing authority governs the use of the credit card as a tool for purchasing materials and services for less than \$2,500. The cardholder agrees to comply with all applicable CUE policies and procedures and this Cardholder agreement. When signed and accepted, this form acts to assign the formal delegation of purchase authority to a current CUE employee or CUE statewide officer to execute credit card purchases.

Compliance with Policy, Violations and Consequences

Employee violations to this agreement or to any policy regarding the purchase of goods or services will be investigated and may result in either one or more of the following actions: written warning, revocation of credit card privileges, cancellation of delegation of purchasing authority, disciplinary action, and termination and/or criminal prosecution. Human error and extraordinary circumstances may be taken into consideration when investigating any violation to this agreement.

Officer violations to this agreement or to any policy regarding the purchase of goods or services will be investigated and may result in either one or more of the following actions: written warning, revocation of credit card privileges, cancellation of delegation of purchasing authority, and in termination of membership in CUE (including the loss of elected office, if Appendix B charges are filed and if such a penalty is assessed by the judicial panel as specified by Appendix B of the CUE statewide constitution). Human error and extraordinary circumstances may be taken into consideration when investigating any violation to this agreement.

The CUE statewide executive board and the statewide treasurer have the authority to investigate and to determine whether a violation of procurement policy has occurred, and to recommend actions that may be taken because of such determinations. CUE will consider the facts and circumstances of each incident, and will take action as deemed appropriate, and as permitted by applicable law and/or CUE policy.

Credit Card violations include but are not limited to:

- *Purchase of items for personal use
- *Purchase of items in violation of the CUE travel policy
- *Use of the credit card for cash advances
- *Exceeding bank credit line limit
- *Use of the credit card for purchase of more than \$2,500 by splitting purchases into more than one transaction
- *Failure to return the credit card when an employee is reassigned, terminated or upon request
- *Failure to return the credit card when CUE member resigns, is no longer in office or upon request
- *Failure to turn in packing slips, receipts or other back up documentation to the CUE statewide bookkeeper within 30 days of the purchase for the purpose of establishing accountable reconciliation procedures.**

Ownership and Cancellation of the Credit Card

The credit card remains property of the Bank. It may not be transferred to, assigned to, or used by anyone other than the designated Cardholder. The Cardholder is accountable for the activity on the card. The bank or CUE may suspend or cancel Cardholder privileges at any time for any reason. The Cardholder will surrender the credit card upon request to CUE or any authorized agent of the Bank.

Spending Limits

Each credit card has a pre-set limit of \$ 25,000 (including shipping, handling and tax) that may not be exceeded under any circumstances.

Receipts

It is the Cardholder's responsibility to obtain transaction receipts from the merchant each time the credit card is used. Individual transaction receipts are to be attached to periodic statements and submitted to the statewide bookkeeper. The statewide treasurer will be responsible for review and approval of periodic statements. The statewide office must keep statement data and proof of reconciliation, including receipts and packing slips, on file for a period consistent with the record retention requirements of the law.

Disputed Items

It is the Cardholder's responsibility to follow-up on any erroneous charges, returns or adjustments to ensure proper credit is given on subsequent statements.

CUE STATEWIDE credit card policy

GENERAL

CUE employees and statewide officers must receive approval from the statewide executive board to have permission to use CUE's credit cards.

The credit card may be used by CUE employees and statewide officers who have authority to buy goods and services on behalf of CUE.

Each credit card bears the Cardholder's name but is actually issued to CUE, which is responsible for making prompt payment to the Bank. However, Cardholders are responsible for ensuring proper use of the card.

The statewide treasurer helps ensure the proper use of credit cards by overseeing CUE implementation and use of the card.

CARDHOLDERS

Cardholders must use the card responsibly and in accordance with this policy.

Cardholder responsibilities include:

- *Purchasing items for CUE business use only
- *Never lending or sharing the credit card or account number. Purchasing only goods and services that are approved by the statewide CUE executive board or are in accordance with CUE policies
- *Keeping all individual purchases to less than \$2,500
- *Returning the Credit Card to the statewide CUE treasurer and privilege of its use upon leaving CUE membership or the position which entitled use of the card or upon ending employment with CUE, or upon request of the statewide treasurer.
- *Forwarding purchasing documents, such as sales receipts, to the statewide bookkeeper

STATEWIDE TREASURER

The statewide treasurer is responsible for:

- * Ensuring that these procedures are in place for all cards before employees or statewide officers are given card privileges.
- * Timely reconciliation

- * Appropriate record keeping
- * Handling these administrative duties:
 - * Knowing the credit card limitations and restrictions
 - * Developing and implementing internal procedures that govern CUE use of the credit cards
 - * Sharing new program information with cardholders
 - * Answering cardholder questions about use of cards
 - * Monitoring card usage to ensure that CUE policies, and internal policies and procedures are being followed
 - * Assigning credit card privileges to members or statewide staff
 - * Communicating with the statewide executive board when new or modified cards are required; requesting new cards from the Bank.
 - * Communicating with the statewide executive board when card cancellations are required; terminating accounts and inactive cards and individual authority to use cards
 - * Requesting new cards from the Bank
 - * Terminating accounts and inactive cards and individual authority to use cards
 - * Answering cardholder questions about use of cards
 - * Monitoring card usage to ensure that CUE policies, and internal policies and procedures are being followed
 - * Knowing the credit card limitations and restrictions
 - * Sharing new program information with cardholders
 - * Assigning credit card privileges to members or statewide staff
 - * Developing and implementing internal procedures that govern CUE use of the credit card(s)