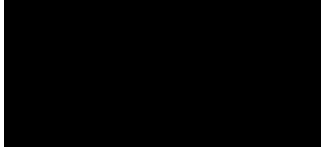


## Corporate Card Program Policy and Procedure Manual

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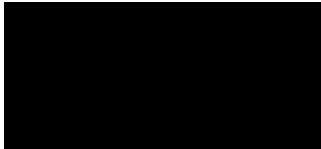
1. Introduction

Pace University employees incur various expenses using Corporate Cards as they perform tasks and duties that support the operations of the institution and further its missions. The Corporate Card Policy and Procedure manual serves to ensure the appropriate use of the Bank of America MasterCard throughout the University.

The Pace University Corporate Card program has been established to manage the procurement of low dollar purchases and recurring monthly charges with which to make purchases and travel a convenient method for paying for those expenses. The Purchasing and Contracts Department is responsible for managing the program and each Academic or Administrative department supports management for ensuring compliance of the policies and procedures.

Cards are issued to responsible employees who make the everyday transactions associated with their job and those





3. Travel Card Type

Purchases made on the Travel Corporate Card:

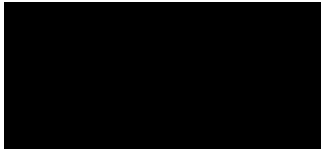
- Are provisioned by Corporate Card Policy and Procedure Manual

- Are provisioned by the Travel and Expense Policy and Procedure Manual

- Governed by the University

- Consolidates Business Travel related expense convenience

- Eliminates q h TJ ET BT 1 0 0 1 309.17 32.184 Tm [(( )] T 0 1 301.25 6ET 8078>] TJ E2 584.38 TS(d)-



4. Purchasing and Travel

This single card contains both card types and follows the same policies and procedures as the above individual card types.

5. Executive Card

The Executive card is designed to streamline the travel and purchasing card process for Executives identified and approved by Pace University. Executives who qualify and who can acquire an Executive card are the President, Vice Presidents and Deans who have been identified and approved. An Executive Card allows for payment of all spending categories. Executive cards are therefore for Travel and Entertainment and for all other procurement. The



Permanent employees of Pace University.  
Pace University employees who actually procure goods or travel on behalf of Pace University.  
Currently spending Pace University funds on a regular basis via other methods.  
Submitting reimbursement requests on a regular basis for business spending.  
Determine which card type is appropriate for the cardholder.

#### 10. Cardholder Liability

The Corporate Card will not

Corporate

Card Policies and Procedures manual.

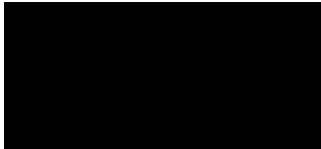
No personal credit is checked since the bill is paid directly by Pace University every month. The Corporate Card is a Pace University liability card therefore no personal credit is checked.

#### 11. Application Process

How to Apply /Cardholder Agreement

Cards are issued to employees who are approved for a card and need to conduct business on behalf of the university. To request a Corporate Card the requestor must complete a [Bank of America Cardholder Agreement Form](#). A cardholder agreement form must be submitted for each prospective Cardholder. As part of the application process this form must be signed by the Cardholder applicant, Manager/Supervisor and Business Representative and then reviewed by the Card Program Administrator. By submitting the Cardholder Agreement the Cardholder Applicant, Manager/Supervisor and Business Representative agree to the terms and conditions of the Agreement. The Corporate Cardholder and Business Representative shen





13. Corporate Card Guidelines

The Cardholder is responsible for making purchases that are in compliance with all Pace University Policies and Procedures in place at the time of purchase.

- ~~1. Cards have a default limit per monthly cycle. The monthly credit limits will be \$5000 for each Purchasing and Travel card type with the exception of the university recruiters, executive cardholders and other individual cardholders as authorized by the Purchasing & Contracts department.~~

~~A Credit Limit Change Request is required w Q Q q -0.000n1(y)18(ui)7(r)-3(e)-9(-)~~

## 15. Responsibilities

### Program Administrator

The Corporate Card Program Administrator serves as the main contact for Pace University. The Program Administrator acts as the intermediary for coordinating all cardholder maintenance (adds, changes and closures) with the bank. The Program Administrator also coordinates and monitors overall performance of the program.

The Corporate Card Program Administrator is required to close an account if the Cardholder: (a) transfers to a University department within a different Budget Center, (b) moves to a new job in which the card is not required, (c) terminates University employment or (d) for any of the following reasons which will also subject Cardholder to disciplinary action in accordance with University Policies and Procedures relating to disciplinary action and termination for cause.

### Cardholder

The Cardholder is required to obtain detailed receipts and / or supporting documentation for each transaction as proof of the expense. Credit card receipts must be the detailed receipts. At the end of each billing cycle, the Cardholder is required to review, reconcile and approve their credit



## 20. Credits

Suppliers should issue all credits for returned merchandise or services to the individual Corporate Card account for any item they have agreed to accept for return. UNDER NO CIRCUMSTANCES SHOULD A CARDHOLDER ACCEPT CASH IN LIEU OF A CREDIT TO THE CORPORATE CARD ACCOUNT.

## 21. Unresolved Disputes and Billing Errors

The Cardholder is responsible for contacting the supplier to resolve any disputed charges or billing errors within 30 days of receiving the charge.



Please note