



CORPORATE CARD PROGRAM GUIDELINES

**Program Administrator
Office of the Senior Vice President for
Administrative and Fiscal Services
9221 Corporate Blvd, S219
Rockville, Maryland 20850
(240)567-9033**

Montgomery College Corporate Card Program Guidelines

PROGRAM OVERVIEW

The Corporate Card Program is intended to provide increased flexibility to a limited number of College staff for authorized travel and/or business-related expenses. The Corporate Card is used exclusively for reimbursable College related travel and/or other College business-related expenses. It may not be used for personal expenses. The guidelines for use of the Corporate Card are derived from Board of Trustees policies and College travel procedures.

The Corporate Card and card number are not transferrable. The cardholder is the only individual authorized to use the card. Use of the Corporate Card by someone other than the cardholder is considered fraud. Cardholders must surrender the Corporate Card upon transfer of duties to that which no longer supports the need for a Corporate Card, placement on administrative leave, or of termination of employment at Montgomery College.

Montgomery College adheres to the Maryland Public Information Act (MPIA) for all requests for public information. Participants in the Montgomery College Corporate Card Program may have transaction activity shared as part of the MPIA if requested.

CRITERIA FOR ISSUING CORPORATE CARD

All participants in the Corporate Card Program must be permanent, full time employees of the College, recommended by the Senior Vice President for Administrative and Fiscal Services, and approved by the President (Attachment 1).

Eligible employees must meet at least one of the following conditions in order to participate in the Corporate Card Program:

1. Frequency of travel (greater than 3 business trips per year), or
2. Frequency of need to incur business-related expenditures (at least \$500 per year), or
3. Other unique circumstances as authorized by the Senior Vice President for Administrative and Fiscal Services

TRAINING AND REVIEW

Prior to the receipt of the Corporate Card, all program participants are required to:

1. Review the Corporate Card Program Guidelines with the Senior Vice President for Administrative and Fiscal Services.
2. Sign the Corporate Card Program Cardholder Agreement (Attachment 2) attesting to compliance with the cardholder responsibilities.

ANNUAL CARDHOLDER CERTIFICATION

In an effort to strengthen the College's corporate card program, an annual certification of all corporate cardholders will be conducted. All individuals who approve employee corporate card purchases will have to annually certify that those cardholders require continued use of their assigned corporate cards for the upcoming calendar year. In addition, managers will also verify cardholder spend limits.

Each cardholder will receive an email at the beginning of December with the annual certification form

Montgomery College Corporate Card Program Guidelines

attached. The form will need to be completed, signed by the manager and cardholder, and returned to the Office of Procurement prior to the College's Winter-break closing date of that year. The completion of the form will certify whether or not a cardholder requires continued use of the corporate card for the following calendar year. All other adherences to corporate card program policies and procedures remain in place.

CARDHOLDER RESPONSIBILITIES

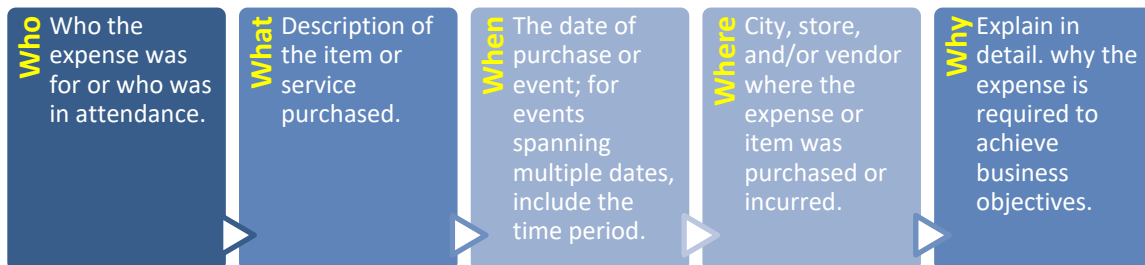
All Corporate Cardholders are responsible for the following:

1. Review the monthly bank statement to verify that all charges made to the Corporate Card are accurate, valid, and in accordance with the Corporate Card Program Guidelines and College policies.
2. Provide unambiguous justification for use of College funds for all transactions placed on the card. Goods or services intended for non-work related use or use other than official College business are prohibited.
3. Submit the following *original* documentation to the Accounts Payable Office no later than the 10th of the month following the billing cycle date indicated on the statement (original documents only):
 - a. Itemized receipt for each transaction charged to the card.
 - b. M&T Bank monthly statement.
4. Retain a copy of the bank statement and receipts for your records.

Contact M&T Bank, Customer Service at 800-443-8671 immediately if card is lost or stolen. The College is responsible for any unauthorized transactions placed on the card before it is reported as lost or stolen to M&T Bank.

BUSINESS PURPOSE

A clear business purpose is required for every transaction verified in Workday. The College-related business purpose including item description must be entered in the line item description field for every transaction. A well-written business purpose should answer the following questions to relate the expense to the College's objectives.



**Montgomery College
Corporate Card Program Guidelines**

Business Purpose Examples

Insufficient Business Purpose Description	Sufficient Business Purpose Description
Registration Fee	5/25/22 International Chemistry Association conference registration fee for Dr. Smith. Pre-approval from manager attached with invoice.
Business Meal	Dinner at Clyde's on 8/3/22 with prospective Donors. Attendees: Mr. John, senior analyst and Mrs. Smith, CFO to discuss new programs at College.

CORPORATE CARD USAGE GUIDELINES

The following is a list of examples of **authorized** Corporate Card expenditures:

- Airfare
- Taxi, bus, train fare
- Fax, telephone, or internet connection charges corresponding with business travel
- Rental car (excluding additional insurance)
- Gas for rental car or College-owned vehicles
- Registration/conference/workshop fees (non-EAP)
- Lodging
- Meals for cardholder while traveling
- Parking and/or road tolls

The following is a list of examples of **unauthorized** Corporate Card expenditures:

- Alcoholic beverages
- Cash advances/wire transfers/money orders/foreign currency
- Charges for someone other than the cardholder unless College business-related
- College-owned vehicle maintenance
- Gas for personal vehicle
- Gifts
- Gift cards
- Personal expenses, including but not limited to:
 - Entertainment/movies/video games
 - Dry cleaning/valet services
 - Transportation services for personal use
 - Rx drugs/druggist sundries
 - Medical & Dental expenses/hospitals
 - Tax payments/bail & bond payments
- Traffic fines, parking tickets, or court costs
- Traveler's cheques
- Travel insurance
- Travel expenses for non-employees (e.g., guest speakers, honoraria etc.)
- Technology related repairs for College issued mobile devices

Montgomery College
Corporate Card Program Guidelines

SUPERVISOR ROLES

The cardholder's supervisor is responsible for reviewing the appropriateness of the transactions placed on the Corporate Card. The supervisor's role is summarized as follows:

1. The supervisor is responsible for careful review of the cardholder's purchasing card verification report in Workday to verify that each transaction is for official College travel and/or College business expense and a detailed description of the purchase with justification for use of College funds is provided.
2. Upon review and verification of all transactions, the supervisor can approve the purchasing card verification report.
3. A receipt must accompany each transaction. If a cardholder does not obtain, or loses original purchase receipt, the Missing Receipt form (Attachment 4) must be completed and submitted accordingly. Failure to complete and submit Missing Receipt form may result in the temporary suspension or revocation of purchasing card.
4. **The cost center manager is only allowed to approve reports for up to a total of seven (7) combined corporate and purchasing cardholders.**

MISUSE/VIOLATIONS OF THE CORPORATE CARD

All Corporate Cardholders are responsible for adhering to the procedures set forth in these guidelines. Non-compliance of Corporate Card procedures may result in suspension or revocation of Corporate Card privileges or recommendation of disciplinary action, up to and including termination of employment. Such disciplinary actions are invoked at the discretion of the Senior Vice President for Administrative and Fiscal Services.

The supervisor is responsible for taking appropriate action for any transactions on the card that are deemed unacceptable or noncompliant with program guidelines. The cardholder should be notified by the supervisor and held accountable for the charges noted. The supervisor shall notify the Senior Vice President of Administrative and Fiscal Services of any instance of unacceptable or noncompliant with Corporate Card program guidelines.

The final determination of misuse, abuse, or violation will be made by the Senior Vice President for Administrative and Fiscal Services. Violations of Corporate Card Program may include, but are not limited to the following circumstances:

1. Inappropriate or Insufficient documentation (Corporate Cardholder Responsibilities, Item #3).
2. Use of the Corporate Card for a personal expenditure.
3. Repeated use of the Corporate Card outside of the program guidelines and/or College Policy.

Consequences for Corporate Card Program violations may include, but are not limited to, the following actions:

1. Payment in full by the cardholder for any non-allowable or personal expenses inadvertently charged to the Corporate Card. **
2. Suspension or revocation of Corporate Card privileges.
3. Recommendation of disciplinary action up to and including termination of employment.

***If cardholder is held personally accountable for any non-allowable transaction placed on the card as indicated in number 1 above, payment may be made by personal check or other acceptable form of payment, payable to Montgomery College. Reimbursement is to be submitted to the Accounts Payable*

Montgomery College
Corporate Card Program Guidelines

Office with appropriate account distribution identified. The receipt must be included with the other receipts attached to the bank statement when it is forwarded to the Accounts Payable Office.

CORPORATE CARD AUDIT

Corporate Card transaction activity will be audited on a semi-annual basis by the Internal Auditor. All Corporate Card expenditures are subject to audit in order to ensure compliance with the Corporate Card Program Guidelines, Board of Trustees policies, and College travel procedures. Cardholder transaction audits may be conducted through a review of cardholder records and/or via electronic transaction detail research through the Visa data bank, Visa Information Source. The internal auditor will provide a semi-annual report of findings and recommendations directly to the Board of Trustees.

MONTGOMERY COLLEGE CORPORATE CARD PROGRAM ADMINISTRATION

The Corporate Card Program encompasses a network of people from both M&T Bank and Montgomery College including the cardholders, supervisors, account managers, and the program administrators within the Office of Business Services. The following list describes the roles of various individuals within the Corporate Card Program:

Senior Vice President for Administrative and Fiscal Services is responsible for the initial recommendation to the President of the College for the assignment of Corporate Card privileges to an individual, and suspension or revocation of card privileges. (See Attachment 1)

Sherwin Collette, Office of Administrative and Fiscal Services
240-567-9033

Chief Business and Financial Strategy Officer is responsible for the financial oversight of the Corporate Card Program. The VPF also ensures that cardholder transactions fall within the College's fiscal and administrative affairs, travel policy and procedures, and is responsible for the receipt of all reconciliation documents and payment aspects of the Corporate Card Program.

Liz Greaney, Office of Administrative and Fiscal Services
240-567-5326

Internal Auditor and Advisory Services Director is responsible for conducting semi-annual audits of cardholder transaction activity to ensure compliance and maintain integrity within the Corporate Card Program.

Office of Compliance, Risk, and Ethics
240-567-9191

Payroll and Accounts Payable Director is responsible for the receipt of all reconciliation documents and payment aspects of the Corporate Card Program.

Payroll – Office of Human Resources & Strategic Talent Management (HRSTM)
Deonna Mills-Humphress, Human Resources Manager

Montgomery College
Corporate Card Program Guidelines

240-567-4271

Accounts Payable – Office of Business Services
accountspayable@montgomerycollege.edu

Director of Procurement is responsible for the administration of the Corporate Card Program. The program administrator sets up new card accounts and acts as a liaison between the cardholder and banking official, as needed, to ensure continuity of services.

Patrick Johnson, Procurement Office
240-567-5292