

I. General Policy

The Corporate Card Program at Pellissippi State Community College is designed to provide employees with a convenient method to meet college-related travel expenses. For eligible employees, the Corporate Card Program replaces the practices of issuing cash advances and direct payment of travel expenses by the College. The employee is solely responsible for all charges made to the card.

II. Program Administration

- A. The vice president of Business and Finance is responsible for the overall administration of the Corporate Card Program.
- B. Applications for a corporate credit card may be obtained from the Business and Finance Office, GN221.
- C. The vice president of Business and Finance will approve and forward applications to the Corporate Card Administrator.
- D. Corporate cards will be mailed directly to eligible applicants in approximately two to four weeks from receipt of the application by the Corporate Card Administrator.
- E. As part of the “Checklist for Termination” procedures, corporate cards will be collected by the vice president of Business and Finance.
- F. The vice president of Business and Finance will be responsible for canceling cards in case of non-payment of account.
- G. Lost or stolen cards should be reported immediately to the office of the vice president of Business and Finance at (865) 694-6608 and the Corporate Card Administrator at (888) 494-5141.
- H. Questions or problems pertaining to the Corporate Card Program should be directed to the Office of the vice president of Business and Finance.

III. Eligibility

Regular employees who meet corporate card requirements are eligible to receive corporate cards. Temporary or student employees are not eligible to participate in this program.

IV. Card Renewal

Corporate cards will be automatically renewed on the anniversary date. The renewal cards will be mailed directly to the employee.

V. Multiple Cards

Only one card will be issued to each applicant. The College will not provide a second (duplicate) card.

VI. Lost or Stolen Cards

The employee must immediately call the Corporate Card Administrator and the vice president of Business and Finance to report a lost or stolen card.

VII. Spending Limits

The Corporate Card Administrator does not establish a limit on the dollar amount that can be charged against the corporate card.

VIII. Types of Charges

The corporate card may be used for college expenditures.

IX. Responsibility for Payment

Statements from the Corporate Card Administrator are mailed directly to the employee. The employee is responsible for making payment on a current basis directly to the Corporate Card Administrator.

X. Leaves of Absences

Employees who are granted a leave of absence without pay must surrender their card prior to the beginning date of their leave.

Employees who are granted a leave of absence with pay may retain and continue to use their cards. However, use of the card will be suspended and the card will be canceled if an account is delinquent (30 days) at the beginning date of a leave of absence or if it becomes delinquent any time during the leave.

XI. Delinquent Accounts

The amount owed for corporate card usage is due upon receipt of the statement by the cardholder. An account becomes delinquent if payment has not been received and credited to the account within thirty (30) days of the statement billing date.

If an account is not paid within thirty days, the Corporate Card Administrator will notify both the employee and the College that the account is delinquent.

If an employee does not make payment within sixty (60) days of the billing date, the employee's charge privileges will be suspended. The College will contact the employee by phone and mail and advise him/her of the seriousness of non-payment.

Employees whose travel cards have been canceled because of non-payment (delinquency) of charges will not be allowed to rejoin the program. Employees who choose not to participate in the Corporate Card Program and employees whose cards have been canceled will not be eligible for a cash travel advance.

XII. Cancellation of Cards

If it is necessary to cancel the corporate card for any reason, the employee must return the card to the office of the vice president of Business and Finance. The vice president of Business and Finance will notify the Corporate Card Administrator in writing of the cancellation. The cancelled card will be destroyed.

XIII. Termination of Employee Participation

Employee participation in the Corporate Card Program will be terminated under the following conditions:

- A. The cardholder is no longer employed by the College.
- B. An employee takes leave of absence without pay.
- C. An account becomes delinquent (past 30 days) in excess of six times in any twelve-month period.

Employees who are asked to surrender their cards as a result of non-payment (delinquency) of their account will not be eligible for future participation in this program.

XIV. Reimbursement for College Related Travel

Employees must file for reimbursement of college-related travel expenses in accordance with Pellissippi State Policy No. 07:01:00, Travel Regulations.

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