|  |  |  |
| --- | --- | --- |
| **UPEI Student Union** | **Policy No.** **UPEISU 30** | **Revision No.** 2 |
| **Policy Title:** Credit Card Usage | **Page:**1 of 1 |
| **Creation Date:** June, 9th, 2017 | **Version Date:** February 10th, 2019 |
| **Authority:** UPEI SU Council | **Review Date:** Annually (summer) |
| **Responsibility:** VP Finance & Administration and General Manager |

1. **Preamble**

This policy establishes the intention and procedures regarding the usage of the UPEI SU credit cards and shall be read in conjunction with the UPEI SU Finance Bylaw. The usage and possession of the UPEI SU credit cards comes with significant responsibilities and such responsibilities shall be taken seriously.

**2. Use of Credit Cards**

(1) The UPEI SU shall be issued three (3) credit cards:

1. One (1) to the UPEI SU General Manager;
2. One (1) to the Hospitality Manager; and
3. One (1) to the Administrative Coordinator

(2) Usage of the UPEI SU credit cards shall be restricted to the following individuals:

(a) UPEI SU General Manager;

(b) UPEI SU Administrative Coordinator;

(c) The Hospitality Manager;

(d) UPEI SU President;

(e) UPEI SU Vice President Academic & External;

(f) UPEI SU Vice President Student Life;

(g) UPEI SU Vice President Finance and Administration; and

(h) UPEI SU Director of Communications.

(i) Chair of Council

|  |  |  |
| --- | --- | --- |
| **UPEI Student Union** | **Policy No.** UPEISU30 | **Revision No.** 2 |
| **Policy Title:**Credit Card Usage | **Page:**2 of 2 |

 (3) Each user of the UPEI SU credit card established in subsection (2) must sign a Credit Card Usage Agreement each year before gaining access to use the credit cards.

(4) After the use of the credit card by an employee listed in subsection (2), the credit card will be returned to the appropriate credit card holder, either the UPEI SU General Manager, The Hospitality Manager and the Administrative Coordinator.

(4) The UPEI SU credit card shall only be used for business purposes relating to budgeted items, unless prior approval is granted by the UPEI SU Vice President Finance & Administration.

(5) The UPEI SU Vice President Finance and Administration must approve, in advance, any purchases above $1,000.

(6) The UPEI SU credit cards shall never be used for cash draws or personal expenses.

(7) The UPEI SU General Manager must be provided with all receipts relating to credit card purchases to accompany the monthly credit card statements. The user of the credit card that made the purchase is responsible for providing the appropriate receipt.

1. When used as payment for a meal, the guest and purpose of the meal must be provided on the receipt.
2. With the exception of the Hospitality Manager for the pub purchases, the credit cards shall not be used for the payment of alcohol.
3. In any case where a receipt is not provided, the user that made that purchase will be responsible for reimbursing the related amount. It shall be at the discretion of the UPEI SU General Manager and the UPEI SU Vice-President of Finance and Administration to approve any exceptions to this rule.
4. In any case where the Credit Card Usage Agreement is violated the individual responsible will be required to repay the funds immediately and cancellation of the credit card may also be required. These actions may also result in possible dismissal and/or legal action against the individual depending on the circumstances and upon a recommendation from UPEI SU Council or from the UPEI SU Executive Committee during the summer months.
5. If for any reason a credit card is lost or stolen, it shall be reported to the UPEI SU General Manager and cancelled immediately to prevent improper usage.