

# **CLEVELAND STATE UNIVERSITY**

## **CREDIT CARD GUIDELINES**

These guidelines describe the assignment, use and management of credit cards provided to select employees of Cleveland State University. Credit cards provided by the University are to be used for official University business only, and are not to be used to support personal or private business activities.

Employees must obtain department head approval and the approval of their Dean or Vice President for Business Affairs and Finance prior to obtaining a University credit card. It is the responsibility of the employee's department, college, or administrative unit to monitor credit card use and reimbursement. Charges on University credit cards issued to the President will be reviewed by the Vice President for Business Affairs and Finance.

Each employee assigned a University credit card is responsible for the security of the card. In addition, any personal charges made on a University credit card must be promptly reimbursed. Payment is to be made at the Bursar's Office, Main Classroom Room 115, within 10 days of receipt of the account statement.

Any employee assigned a credit card who fails to comply with Cleveland State University's credit card guidelines may have his or her credit card privileges suspended or revoked and may be subject to disciplinary action.