

WARTBURG COLLEGE

CREDIT CARD PROCEDURES

The following information and procedures relate to the use of the Wells Fargo credit card called Express One.

OBTAINING A CREDIT CARD:

All Wartburg employees who make purchases relating to college business may receive a Wartburg College credit card by completing a “Credit Card Request Form”. This form grants the employee permission to have the card as well as identifies a credit limit. Signatures of the department budget manager (DBM) and the President or appropriate Vice President are required.

CREDIT CARD USE:

The Wartburg credit card should be used for college business purposes only. **Personal expenses should not be charged to this credit card account.** Limits may be placed on the type of vendor appropriate for use. Non college business related items charged to the credit card will be the responsibility of the individual cardholder.

Personal and college related expenses should be paid for separately when possible. If personal charges are included on the Wartburg credit card account, the card-holder is expected to make reimbursement directly to the Controller’s Office when the credit card report and receipts are submitted. An example of this is a hotel bill that includes a charge for a movie watched in your room.

No cash advances are allowed from this credit card. If you need cash for a trip, please request a travel advance.

REQUIRED DOCUMENTATION AND APPROVAL:

Documentation of purchases made with the credit card must be completed and submitted to the Controller’s Office using the “Wells Fargo - Credit Card Statement Summary”. The form was created in Excel and a blank downloadable electronic copy is available at <http://www.wartburg.edu/controller/>. Please contact Kristi Ladage or Cathi Duitsman with questions..

Monthly credit card activity statements are sent directly to the card-holder. Statements can also be accessed on-line or by contacting Cathi Duitsman or Kristi Ladage. The statement cut-off date is the 4th of the month and includes “posted” transactions from the 5th of the previous month. Often, there is a delay (2-3 days or more) between the “transaction date” (the date of purchase) and the “posted date” (when the charge actually is reflected on the credit card statement). Access to the statement should be available by the 6th of the month. To complete the Wells Fargo - Credit Card Statement Summary form, use the statement along with detailed itemized receipts. The turn-around time for providing documentation is short so it is recommended that the “statement summary” is completed as credit card charges are incurred.

Prior to submitting, ensure the total of the Wells Fargo statement equals the total of the completed Excel form (credit card statement summary). Print a copy, sign and attach all detailed receipts. Forward to the DBM for review and approval. The DBM should forward the reviewed and signed form, indicating approval, to the Controller's Office no later than the 13th of the month (or next business day if the 13th falls on a weekend). All necessary approvals must be completed by this date. ***Credit card holders who fail to submit timely documentation are subject to credit card cancellation.***

LOSS OF CREDIT CARD PRIVILEGES:

The privilege of using a Wartburg College credit card may be lost under the following scenerios:

- Inappropriate use of the credit card (e.g. using the credit card for personal items)
- Documentation not submitted timely
- Incomplete or lack of appropriate documentation (e.g. no itemized receipt)
- Incurring sales tax that could have been avoided
- Employment with the College is terminated
- Change in job duties/responsibilities where a college credit card is no longer required

If your credit card is put on hold for any of the above reasons, you will need written approval from the DBM as well as the President or appropriate Vice-president before your card will be reactivated.

MAKING A PURCHASE:

Prior to purchase, approval (either written or verbal) from the DBM should be obtained. DBM's do not need approval for normal business expenses. (Refer to the "Purchasing Policies and Procedures" document for further information). The Wells Fargo Express One card can be used anywhere MasterCard is accepted. Each cardholder has limitations as to the amount as well as the type of purchases that can be made. The following are ways the card can be used:

At the Store:

At the checkout counter, inform them that you are from Wartburg College and that the College is exempt from Iowa Sales Tax. (A form indicating this was distributed to all departments. You can receive additional forms if needed from Cathi Duitsman in the VP for Administration office) Request that the sale be processed without sales tax. If they cannot do this at the cash register, please ask to see Customer Service. If they cannot help you, please call the Business Office at 319-352-8276 and ask for Cathi Duitsman. Request a **detailed receipt** for the purchase.

Over the phone:

When placing an order over the phone using a credit card, make sure you are dealing with an organization that you know and trust before providing a credit card number. Ask if there will be sales tax related to your purchase. If so, inform them that you are from Wartburg College and that the college is exempt from paying Iowa Sales Tax. Provide them a copy of the college's Iowa Sales Tax Exemption form if necessary. Request that the sale be processed without sales tax. If they cannot do this over the phone please call the VP for Administration office at 319-352-8276 and ask for Cathi Duitsman. Request a detailed itemized receipt for documentation.

Over the Internet:

When placing an order via the Internet using a credit card, make sure it's an organization that you know and trust before providing a credit card number. If possible, determine if there will be any sales tax related to your purchase. If so, attempt to contact the vendor and inform them that Wartburg College is exempt from paying Iowa Sales Tax. You can provide them with a copy of the college's Iowa Sales Tax Exemption form if necessary. Request that the sale be processed without sales tax. If they cannot process the transaction without Iowa sales tax, please call the VP for Administration Office at 319-352-8276 and ask for Cathi Duitsman.

Print the confirmation information and maintain for your records.

ACCESS TO YOUR ACCOUNT INFORMATION:

Each credit card holder has access to their credit card information via the Internet. Instructions on how to access your account on-line can be obtained from Cathi Duitsman.

SALES TAX:

The College is a not-for-profit organization and therefore we are exempt from paying Iowa sales tax.

Normally, for purchases made from a company outside the state of Iowa, there will be no sales tax charged. If the company is located in Iowa, please inform the company that the College is exempt from paying Iowa Sales Tax. If you are in a store in another state and are purchasing something, you will often be charged sales tax, even though the College is considered tax-exempt. Make an attempt to avoid the sales tax in another state, but be aware this often may not be avoided

There are types of taxes that we still pay even though we are tax exempt. Examples include fuel charges and hotel taxes. The main idea is to attempt to avoid paying the sales tax when possible.

CREDIT CARD SCAMS:

Unfortunately, there are some situations where credit card information is obtained by an individual who will illegally use the card. Please do not use your credit card (or give your credit card number) to a vendor unless you are certain the vendor is a legitimate business. Wells Fargo will never contact you to confirm your credit card account number, therefore, please do not supply that information. If you have reason to believe there have been (or will be) fraudulent transactions charged to your credit card account, please contact Cathi Duitsman or Kristi Ladage immediately and stop using your card.

You should not allow others (even at Wartburg) to use your credit card. If an individual has a need to make purchases with a credit card, they can request their own card.