

---

TITLE: ASSIGNMENT OF CREDIT CARDS FOR BUSINESS USE

NUMBER: PRO 6-27

---

REFERENCE: Board Rule 6.09

PAGE: 1 of 1

---

The purpose is to establish procedures for the assignment and use of credit cards to facilitate business operations at LSSC. These credit cards are assigned both in the name of the College and the name of the individual to whom it is assigned.

The Vice President of Financial Services/CFO will be responsible for the assignment and use of credit cards to facilitate business operations at LSSC.

- a. The Vice President of Financial Services/CFO is authorized by the President to secure credit cards in the name of the College and the name of the individual to whom the credit card is assigned.
- b. Applications for a credit card will be submitted through Workflow.
- c. Training for the proper use of credit card and expense reporting will be completed by the proposed cardholder during the application process.
- d. All applications for these credit cards must be approved by the President.
- e. A verification of receipt will be obtained from the ~~cardholder~~ individual filling the position. Any administrative change will invalidate the authorization granted for the credit card. The individual must surrender a credit card promptly to the Controller in Financial Services and obtain a receipt for the files.

New: 05/2005

Revised: 03/31/2010, 12/08/2023