Contents:

1. Preface
2. Policy
3. Audit and Compliance

Section 1. Preface

A. Name
   The formal name of this policy is the ITS Corporate Card Usage Policy.

B. Status of This Policy
   a. Draft. In development by Office of the CIO
   b. Public Review and Comment Period.
   c. Redraft.
   d. Working Group Review and Comment.
   e. Accepted.

C. Scope and Purpose
D. This policy is intended to complement the University procedure for corporate card usage by setting specific usage guidelines for ITS staff.

E. Spirit and Intent
   This policy clearly defines approved usage of Colgate University corporate cards by ITS and the procedure for non-approved usage. The intent is to reduce unnecessary expenses, sales tax charges, overpaying for items, and improved awareness for budget managers.

Section 2. Policy

A. ITS Department Directors/Budget Managers
   1. All expenditures that cannot be purchased using a PO/invoice for their department.
   2. Training and travel expenses outlined in the Colgate University Travel Policy.

B. ITS Staff
   1. ITS Staff corporate card usage is limited to training and travel expenses outlined in the Colgate University Travel Policy and approved by their Director.

C. Exceptions
1. The ITS Administrative Assistant is not limited to charging only training and travel expenses. For example, monthly recurring charges for services or items that Directors/Budget Managers have authorized.

2. Non-emergency situations where a staff member and their director have agreed to the transaction being charged to the staff corporate card.

3. Emergency situations. For example, a campus event requires a cable or adapter or it will fail - it’s a weekend or evening and you cannot get approval from your Director. It is permissible to go to the store and buy the cable. Your Director should be informed of the charge as soon as possible.

**Section 3. Audit and Compliance**

Failure to comply with this policy will result in revoked corporate card privileges. Depending on the severity of the non-compliance it may result in additional actions including official warning or termination.