



## ASSOCIATION CREDIT CARD POLICY

The Suffolk Community College Association, Inc. (“Association”) permits the use of credit cards by certain employees of the Association and of Suffolk County Community College (“employees”) in order to facilitate purchases underwritten by Student Activity Fees. This policy is designed to identify the employees who are authorized to use such credit cards, describe the type of purchases permitted and the documentation required to support the purchases; establish control procedures over the custody of credit cards and the monitoring of their use; and the methods employed to recover moneys from any improper use of credit cards.

**1. Use of Credit Cards by Employees** – The use of credit cards shall be restricted to the following:

- The Vice President of Student Affairs
- The Campus Associate Deans of Student Services
- The Association Director of Business Affairs
- The Directors of Campus Activities and Student Leadership Development, Theatre, Athletics, and Child Care.
- The Intercollegiate and Intramurals Coordinator(s)
- Director of Peconic Café Dining Services
- College-wide Coordinator of Multicultural Affairs
- The Study Abroad Program Faculty Coordinators\*

Such credit cards shall be issued to authorized employees in their own names on behalf of the Association, and shall be held in their personal custody until such time as the individual is no longer recognized as an authorized representative within the Association through which the credit card was originally issued.

**\*The Study Abroad Program Faculty Coordinators’ credit cards must be returned to the Director of Business Affairs at the conclusion of their study**

4. **Monitoring Credit Card Usage** – The Association Director of Business Affairs shall be responsible to monitor the use of credit cards, and to seek full compliance with this policy.
5. **Card Payments**

