

ADMINISTRATIVE DIVISION FINA Administration and Finance		POLICY NUMBER FINA 2.70
POLICY TITLE Card Programs		
SCOPE OF POLICY USC System		DATE OF REVISION December 20, 2024
RESPONSIBLE OFFICER Executive Vice President for Finance and Chief Financial Officer		ADMINISTRATIVE OFFICE University Finance – Controller’s Office

PURPOSE

This policy outlines the guidance and restrictions related to the Controller’s Office card programs. *This policy does not encompass the Purchasing Card.*

DEFINITIONS AND ACRONYMS

Card Program: Bank of America credit cards offered through the Controller’s Office for certain authorized business expenses.

POLICY STATEMENT

This policy is applicable to all parties utilizing the card programs. The Controller’s Office card programs exist to provide convenience to purchasers, accommodate the use of vendors that require a credit card for payment, and reduce the occurrence of high-risk transactions such as cash advances and reimbursements.

- A. Credit cards issued through the card programs should be treated with the same care as cash, cash equivalents, and personal credit cards. The cards should be appropriately safeguarded and if lost, stolen, or otherwise compromised, the appropriate parties should be promptly notified.
- B. Cardholders must be full-time University employees. Certain limited exceptions may be authorized with approval from the University Controller.
- C. Reimbursement to employees for purchases made with personal credit cards should be minimal and only when existing card programs are not a viable option.
- D. The card programs cannot be used to circumvent existing procurement processes and requirements. Such use is strictly prohibited. When applicable, established procurement processes, including use of the Purchasing Card and competitive solicitation requirements, must be followed accordingly.
- E. No fees are charged to the University or respective departments to request or obtain a card through the card programs. Standard fees apply as imposed by Bank of America apply to card use (e.g., 3% fee for international charges).

- F. Single transaction and monthly spent limits are based on the individual spend profile for each cardholder, which encompasses departmental need and specific employee job duties. If needed limits exceed established thresholds, appropriate justification from the department and approval from the Controller’s Office is required.
- G. Violations of card program requirements may result in revocation of use privileges and/or disciplinary action, up to and including termination of employment. Employees who are found to have inappropriately used the card will be required to reimburse the University for all costs associated with such improper use. If proper documentation is not provided or if funds are used for unauthorized expenses, the Payroll Department may deduct the outstanding balance from future payroll check(s). Violations include, but are not limited to:
 1. Making personal or unauthorized purchases on the card.
 2. Failing to provide complete receipts and documentation in a timely manner.
 3. Allowing another person to use the card.

PROCEDURES

The accompanying procedure provides additional details on the administration and management of this policy and references to training and resources. The procedure can be found here: https://sc.edu/about/offices_and_divisions/controller/toolbox/policies_and_procedures/index.php

RELATED UNIVERSITY, STATE, AND FEDERAL POLICIES

- [BUSA 7.00 Purchasing](#)
- [FINA 1.00 Chart of Accounts](#)
- [FINA 2.12 Accounts Payable](#)
- [FINA 2.14 Acquisition and Payment of Goods and Services](#)
- [FINA 2.15 Accounts Payable Payment Schedule](#)
- [FINA 5.10 Cash Management](#)

HISTORY OF REVISIONS

DATE OF REVISION	REASON FOR REVISION
December 20, 2024	New policy for the USC System regarding the Controller’s Office card programs.