

POLICY & PROCEDURES MANUAL

WAYLAND BAPTIST UNIVERSITY

Classification Number: 3.2.3

Revised: August 14, 2017

SUBJECT: CREDIT CARDS

Purchase by Credit Card - All purchases must be authorized by either a Requisition or Travel Request Form before the purchase is made. Upon authorization, it is preferable that billing for purchases be submitted by the vendor. In instances when a personal credit card is used to make the approved purchase, the requester will submit receipts and receive reimbursement from the university. Approved requisitions must be used to exempt purchases from sales tax ([policy 3.1.5](#)). If the requester is unable to utilize a personal credit card, a university credit card may be used. The method of payment must be designated on the request form.

Purchases made with a credit card without appropriate a((ar)-5(d i)6(siu-4(z)9(ed)-55(b p)(t)-4()7(se)-3(d.20r)-3(ov)11sde

1. The university post office will send all mail identified as credit card statements to the business office, regardless of the addressee.
2. A copy of each statement will be sent to the cardholder the same day the statement is received in the business office. Copies will be faxed to executive directors/campus deans.
3. If an original statement is sent directly to the card holder, the card holder will notify persons in the business office, and then reconcile the original statement as described in the remainder of these procedures.
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